



**Student Senate
Bylaws**

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I: Duties and Powers of the Student Senate

Section 1: Responsibilities of Executive Officers

A. ASO President/Student Trustee

- i. Serve as the official representative of the Associated Students of Sierra College.
- ii. Serve as the Student Trustee on the Sierra College Board of Trustees.
- iii. Bring issues forward to the Sierra College Board of Trustees from the Student Senate.
- iv. Chair the meetings of the Student Senate.
- v. Call special meetings of the Student Senate.
- vi. Shall sign all authorized Student Senate requisitions for the disbursements of funds established by the Student Senate in the absence of the Director of Finance.
- vii. Meet with the College President on a monthly basis.
- viii. Have the authority to veto any legislation passed by the Student Senate.
 - a. The veto must be submitted in writing within ninety-six (96) hours after the passing of said legislation. The veto may be overridden by a two-thirds (2/3) vote of the Student Senate.
 - b. Legislation that is passed by the Student Senate may only be vetoed once.
- ix. Responsible for delivering the commencement address for the Rocklin campus.
- x. Shall act as the liaison between the Student Senates of the various satellite campuses district wide.
- xi. Shall sit on the specified shared governance entities as outlined in Article I, Section 4, Sub-Section E. The president may sit on additional committees if requested.
- xii. Shall chair the specified Student Senate committees as outlined in Article II
- xiii. Shall only have a vote in case of a tie.
 - a. The vote must be used to break a tie.
- xiv. Is responsible for two (2) office hours per week.

B. Executive Vice President

- i. Preside over the Student Senate in the absence of the President.
- ii. Represent the Associated Students at official functions in the absence of the President.
- iii. Act as the liaison between shared governance entity representatives and the Student Senate.
 - a. Ensures senate members are on the required shared governance entity.
 - b. Responsible for maintaining shared governance entity records.
- iv. Calculates stipends with Treasurer.
- v. Compiles interview questions for all prospective members of the Student Senate.
 - a. All Student Senate members are encouraged to submit questions to the Executive Vice President for review.
 - b. Questions must be submitted at least twenty-four (24) hours in advance of the Student Senate Meeting.
- vi. Coordinates and oversees 'Teacher of the Year' award selection with Director of Campus Affairs.
- vii. Shall meet monthly with the Dean of Student Services
- viii. Provides an orientation for all new Student Senate members.
- ix. Shall sit on the specified shared governance entity as outlined in Article I, Section 4, Sub-Section E. The Executive Vice President may sit on additional entities is requested.
- x. Shall chair the specified Student Senate Committees as outlined in Article VII.
- xi. Shall have one vote.
- xii. Is responsible for two (2) office hours per week.

C. Director of Finance

- i. Supervise all financial matters in consultation with the Student Senate's Faculty Advisor.
- ii. Shall be empowered to sign all authorized Student Senate Purchase Orders for the disbursement of funds as approved by the Student Senate.
- iii. Keep organized and accurate records of the current financial transactions of the Student Senate.
 - b. The binder shall be completed and turned in by the time the office is vacated.
- iv. Present a Student Senate financial statement monthly to the Student Senate.
- v. Establishes a budget with the ASSC President and the Student Senate Adviser for the following fiscal year and presents the budget to the Student Senate for approval prior to May 1st.
- vi. Calculates stipends with Executive Vice President.
- vii. Works in tandem with the Director of Public Relations to create a marketing campaign to promote the sale of the activity sticker.
- viii. Responsible to create and maintain the Consent Agenda.
- ix. In collaboration with the student trustee, the ASSC budget for the following year will be presented to the Board of Trustee by the end of the current fiscal year.
- x. Keeps backup copies of office hour attendance forms to be used in calculating stipends.
- xi. Shall sit on at least one shared governance entity.
- xii. Shall chair the specified Student Senate committees as outlined in Article II
- xiii. Shall have one vote.
- xiv. Is responsible for two (2) office hours per week.

D. Director of Communications

- i. Keep the meeting attendance record of each senate member.
- ii. Prepares and distributes the minutes of the previous Student Senate meeting at least 72 hours prior to the next meeting.
 - a. Responsible to send the final approved minutes to the college webmaster to be posted on the college website.
- iii. Prepares and distributes the agenda for each Student Senate meeting at least 72 hours prior to the next meeting.
 - a. Responsible to send the agenda to the college webmaster to be posted on the college website.
- iv. Maintain historical and current files of agendas and minutes, both hard copy and electronic copy.
 - a. The completed binder to be turned in by the time the office is vacated.
- v. Interviews all prospective Student Senate members seeking to be appointed to the Student Senate.
- vi. Oversee Student Senate committees, ensuring senate members are on the required committees.
- vii. Maintains the written history of Student Senate Bylaws and Constitutions.
- viii. Shall sit on at least one shared governance entity.
- ix. Shall chair a Student Senate committee as outlined in Article II
- x. Shall have one vote.
- xi. Is responsible for two (2) office hours per week.

E. Director of Programs

- i. Coordinate all "Associated Students" sponsored programs and events.
- ii. Maintain detailed & accurate records and up-to-date files on all activities.

- iii. Works in tandem with Director of Public Relations to create a marketing campaign for all “Associated Students” activities and programs.
- iv. Create and Manage semester activity calendar and budget for all “Associated Students” Sponsored Events.
- v. Meets monthly with the Athletic Director regarding coordinating athletic events with the Associated Students
- vi. Chair the Inter-Club Council Meetings
- vii. Shall sit on at least one shared governance entity.
- viii. Shall chair the specified Student Senate committees as outlined in Article II
- ix. Shall have one vote.
- x. Is responsible for two (2) office hours per week.

F. Director of Campus Affairs

- i. Maintains current records on the status of all active campus clubs.
- ii. Coordinates the “Club of the Year” competition and maintains a record of each club’s point standing.
- iii. Oversees the disbursement of information to all campus clubs regarding ASSC sponsored programs and events.
- iv. Vice-Chair of Inter Club Council (ICC) meetings and keep minutes.
- v. Meet at least twice a semester with student services and other student programs (e.g. Umoja, Puente, TRiO, EOPS, DSPS, Veterans, Learning Center, The Hub, Residence Halls, etc.).
- vi. Shall sit on at least one shared governance entity.
- vii. Shall chair the specified Student Senate committees as outlined in Article II
- viii. Shall have one vote on the Student Senate.
- ix. Is responsible for two (2) office hours per week.

G. Director of Public Relations

- i. Oversee all publicity for “Associated Students” sponsored affairs.
- ii. Shall maintain and update the ASSC sponsored bulletin boards.
- iii. Assure there is a public announcement of vacancies in elected and appointed positions.
- iv. Creates campaign for promoting the sale of activities stickers.
- v. Meets monthly with the college’s Marketing Department.
- vi. Must be proficient using the Macintosh Computer Platform.
- vii. Shall sit on at least one shared governance entity.
- viii. Shall chair the specified Student Senate committees as outlined in Article II
- ix. Shall have one vote.
- x. Is responsible for two (2) office hours per week.

Section 2: Responsibilities of Student Senators of the Rocklin Campus

- A. Take an active role in planning and assisting with ASSC sponsored events.
- B. Participate in at least one project per semester to assist the Student Senate in completing their goals.
- C. Shall serve on at least one Senate committee.
- D. Shall have one vote.
- E. Is responsible for one (1) office hour per week.

Section 3: Responsibilities of Satellite Campus Site Council's

A. NCC Vice President

- i. Shall Chair over the NCC Student Senate meetings.
- ii. Shall be the primary representative for Student Senate in Shared Governance at NCC.
- iii. Shall meet with campus faculty, staff, and administration as needed.
- iv. Shall communicate with the NCC Advisor to coordinate NCC Student Senators and Representatives
- v. Shall maintain record of office hours and attendance for NCC Senators.
- vi. Shall have an understanding of the process for the use of ASSC property at NCC.
- vii. Submits monthly activity reports to ASSC President and ASSC Advisors.
- viii. Shall have one (1) vote only in case of a tie.
- ix. Is responsible for two (2) office hours per week.

B. Senators

- i. Satellite campus Senators of the ASSC shall communicate on a weekly basis about the happenings and events on the respective satellite campuses.
- ii. Meet regularly with the NCC Vice President and ASSC Advisor.
- iii. Is responsible for one (1) office hour per week.

Section 4: Shared Governance

- A. The Student Senate Executive Vice President will keep record of who sits on each shared governance entity and when they meet.
- B. In the occasion that there are more Senate members interested in sitting on a shared governance opportunity as a paid position, the Student Senate Executive Vice President will delegate as follows in alphabetical order as applicable.
 - i. Executive officers get priority on their first shared governance seat in order of chain of command.
 - a. The executive officers must state that they are using their priority for a certain shared governance seat.
 - b. The executive officers may not change their priority seat, unless the shared governance committee has been discontinued.
 - c. The executive officers may not use their priority to remove another individual from a shared governance seat.
 - ii. If there is more than one individual wanting the seat, they are required to state their reasoning for wanting the seat in question.
 - iii. After all interested individuals state their reasoning, the Director of Communications will conduct a Roll Call Vote of all members present.
 - iv. The individual with the most votes will receive the spot as the representative on the entity.
 - v. If multiple seats are available, the individuals with the most votes will assume the seats until filled.
 - vi. For those who did not receive the seat(s) will be selected as alternates in order of votes received.
 - vii. If multiple individuals with the same vote want the alternate seat(s), the Student Senate President shall break the tie and select the order of the alternates.

- C. In the event the shared governance meeting is before the Student Senate meeting, with guidance from the Executive Vice President, the President may appoint someone to attend that meeting but the official representative will be chosen at the next scheduled Student Senate meeting.
- D. If the Student Senate representative misses two of their shared governance meetings in a row or three out of the past five meetings their seat will be given up to the first alternate.
 - i. If there is no alternate, the Executive Vice President will call out at the next Student Senate meeting that the position is available and will fill in accordance to this bylaw by Student Senate member interest.
 - ii. The person who was removed may only be put back on if there is no other available Student Senate member interested.
 - iii. Removal may only be exempt if it is the only shared governance seat an Executive Officer can make with their schedule.
- E. Due to the position requirements the President and Vice President are required to sit on the Shared Governance Committees as outlined below:
 - i. The President shall sit on Strategic Council, PARAC, and the Foundation Board.
 - ii. The Vice President shall sit on the Campus Life Committee

Section 5: Other Duties and Responsibilities

A. Chain of Command

- i. The Student Senate chain of command is: President, Executive Vice President, Director of Finance, Director of Communications, Director of Programs, Director of Campus Affairs, Director of Public Relations, and Student Senator (by date of appointment).

B. Leadership Class

- i. All members of the Rocklin Student Senate will be required by their second consecutive semester of the academic year on the Student Senate to enroll in P.D. 52 otherwise they will be removed from the Student Senate.
- ii. Those Senate members not passing (letter grade of F or no credit) PD 52 Leadership Development must repeat the course to remain on the Student Senate.
- iii. 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.
- iv. If PD 52 is not offered during the semester for any reason, Student Senate members shall take PD 94 instead.

C. Office Hours

- A. An office hour is defined as an hour worked in the Campus Life Office, an approved Student Senate event or program, or on campus. It is the responsibility of each Senate member to check in with the office assistant, advisor, or executive officers for available tasks.

- B. Executive Officers are required to do 2 (two) officer hours a week. Student Senators are required to do 1 (one) office hour per week. These are the minimum requirement; additional officer hours are encouraged but have no effect on your stipend.
- C. Office Hours must be completed when the Campus Life Office is opened in order for them to count for the week.
 - a. Following the Student Senate meeting on Thursdays until 5:00 PM, office hours may only be fulfilled if student senate committee work is completed.
- D. Missed Office Hours may not be made up later in the semester.
- E. Some examples of what qualifies as an office hour are: filing WI-FI applications, putting up ASSC sponsored program/event poster on campus bulletin boards, clearing bulletin boards of out dates or inappropriate materials based off AP 3910, attending Student Senate committees, planning and coordinating ASSC Sponsored programs/events and more.
 - b. In order for off campus Senate errands to count towards an office hour, they must be pre-approved by the Campus Life Coordinator and the ASO President.
- F. The following cannot be counted towards office hours: Shared Governance and Conferences.
- G. 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 concerning their dismissal from the Student Senate, during a regular scheduled Student Senate meeting.
- H. A missed office hour is defined as not meeting the minimum requirements as outlined for each student senate member.

D. Vacating Offices

- A. 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 V, Section 2, plus transcripts will be held until above items are completed.
- B. If an Executive Officer resigns or is impeached before the end of their term they have one week to return their office keys and vacate their office or a hold will be placed on their college records.

E. The ASSC Activity Sticker

- A. Each member of the Student Senate will be given a complementary Sierra College Student Activities sticker

Article II: Student Senate Committees

Section 1: Student Senate Members

Every member of the Student Senate is required to participate in at least one Student Senate Committee.

- A. Executive Officers are required to chair at least one committee.
- B. The Director of Communications will be able to choose a committee they wish to chair, which is not already chaired by another member of the Student Senate.

Section 2: Committee Leadership

Committee members will elect a Chair and Vice Chair to maintain the committee activities.

Section 3: Standing Committees

The following committees are to be standing committees of the Student Senate:

A. Governing Documents Committee

- i. Is to be chaired by the President
- ii. Is responsible to review all the governing documents of the Student Senate and make any suggestive edits as needed.
- iii. To meet monthly or seen fit by the Chair.

B. Campus Upgrades Committee

- i. Is to be chaired by the Executive Vice President
- ii. Is responsible to come up with a list of campus center upgrades and to present the ideas to the Campus Life Committee.
- iii. To meet monthly or as seen fit by the Chair

C. Finance Committee

- i. To be chaired by the Director of Finance
- ii. Is responsible to promote and increase the sale of the ASSC Activity Sticker
- iii. Is responsible to come up with concepts to add to the ASSC Activity Sticker
- iv. To meet monthly or as seen fit by the Chair.

D. Programs/Outreach Committee

- i. To be chaired by the Director of Programs.
- ii. Is responsible for planning and implementing ASSC sponsored events.
- iii. Is responsible for outreach on campus.
- iv. To meet monthly or as seen fit by the Chair.

E. Senate Life Committee

- i. To be chaired by the Director of Campus Affairs.
- ii. Is responsible for planning and implementing senate unification activities.
- iii. To meet monthly or as seen fit by the Chair.

F. Public Relations Committee

- i. To be chaired by the Director of Public Relations.
- ii. Is responsible for the promotion of the ASSC.
- iii. To meet monthly or as seen fit by the Chair.

Section 4: Ad-Hoc Committees

Ad-Hoc Committees can be started by any member of the Student Senate as long as 2 additional members of the Senate agree to start the committee.

Section 5: Student Members

Members of the student body are allowed to be a part of the committee and take an active role in the committee's activities. The number of members from the general student body shall not be larger than the number of senate members.

Article III: Ethics

Section 1: Student Senate Oath

- A. It is a privilege to hold an office for the Associated Students of Sierra College.

- B. Upon taking the oath of office with the Associated Students, every member of the Student Senate will be expected to work to the best of their abilities to uphold the high standards of their office.
- C. If a Student Senate member is suspected to be negligent in performing the minimum duties of their office, an investigation will be put forth per the Student Senate Bylaws.

Section 2: Conflict of Interest Policy

- A. High standards, ethical behavior, personal integrity and impartiality are inherent to the reputation and ultimate success of the Sierra College Student Senate. In keeping with these norms, members of the Student Senate must refrain from engaging in any behavior that may be construed as self-dealing or in conflict with the mission, goals and fundamental purpose of the Student Senate. Examples of behavior that may necessitate disclosure include but are not limited to the following:
 - a. Serving on boards of organizations that are in direct programmatic competition with the Student Senate;
 - b. Using the equipment or other resources of the Student Senate to secure outside personal gain;
 - c. Marketing services or products to the Student Senate on a non-competitive basis;
 - d. Leveraging involvement using the Student Senate position to secure favorable rates, discounts or other preferential treatment for personal gain or interest.

Section 3: Campus Life Office Conduct

- A. All members of Student Senate shall maintain a respectful and professional environment in the Campus Life Office.
- B. Student Senate members have the responsibility to enforce a professional environment within the Campus Life Office. They are to remind students, club members, and college staff of their responsibility in keeping a professional atmosphere within the Campus Life Office at all times.
- C. Music and other disruptive noises are to be confined to your work space so that others cannot hear it.
- D. All Student Senate offices are limited for use by the officers of the Associated Students. These offices may not be used by non senate members.
- E. The Executive Offices are only to be used by the officer that holds that office. These offices shall be considered for private use only.
- F. Office exteriors must be kept professional and clean from any personal decorations, with the exception of advertising for campus activities or events.
- G. Executive Officers are to post their weekly office hours on the exterior of their door.
- H. Office interior decorations are at the discretion of the office holder. Painting of offices is not permitted under any circumstances.
- I. The Campus Life Office door is locked after 5:00 pm Monday through Thursday. Only Executive Officers are allowed in the office after 5:00 pm. Student Senators are allowed in only if accompanied by an Executive Officer. The Administrative Assistant has the authority to remove any non-executive officer who is still in the office at 5:00pm.
- J. Due to campus emergency issues, the Campus Life Office is not to be used on weekends, unless it is for a Student Senate sponsored program with an advisor present.
- K. Campus Clubs may use the Campus Life Office after hours with an advisor present. Clubs must reserve this space through the Administrative Assistant in the Campus Life Office.

- L. Executive Officers are asked to notify Campus Police if they use the Campus Life Office over the weekend.
- M. Office keys are not to be loaned to others or copied.

Article IV: Student Senate Meetings

Section 1: Student Senate Meetings

The Student Senate Meetings will be regularly scheduled during the Academic Year on Thursday's from 2:00 pm-4:00 pm, unless there is a holiday or during finals week. Once a meeting is called to order, a quorum must be established for the meeting to officially take place. The Student Senate meetings will be conducted using Parliamentary Procedures, specifically Robert's Rules of Order.

Section 2: Agenda

- A. The weekly Student Senate Agenda is developed on Monday morning by the Student Senate President, in consultation with the Faculty Advisor.
- B. The weekly Student Senate Agenda is to be posted on the window of the Campus Life Office by 2:00 pm, Pacific Standard Time, every Monday. In accordance with the Brown Act an electronic copy of the Student Senate Agenda must be sent by the Director of Communications to members of the Senate and the Marketing Department so it can be posted online.
- C. Student Senate members may request an item to be placed on a future agenda with a memo to the Student Senate President by 9:00 am on Monday.
- D. A member of the audience may request an item be placed on a future agenda during the "Hearings of Groups and Individuals" portion of the Student Senate meeting. This item may be brought back as an information item.
- E. Due to time and the current Student Senate schedule, an agenda request may take two weeks to appear on an agenda.
- F. All special guests at each Student Senate meeting are scheduled through the Student Senate President.
- G. The Student Senate shall remove agenda items at their discretion. However, they may not add any items to their agenda after the 2:00 pm Monday posting deadline.
- H. Members of the Associated Students' may request an electronic agenda to be sent to them by contacting the Director of Communications.
- I. In order to clarify the flow of information and business before them, the Student Senate has adopted the following agenda policies:
 - 1. Information (discussion >> Action (voted on))
 - 2. Officer report (announcement) >> Information >> Action
 - 3. Special guest (announcement) >> Information >> Action
 - 4. Audience (announcement) >> Information >> Action
- J. In the event of a Presidential Veto on any Student Senate legislation; the legislation in question will be presented by the President as an "Information Item" at the next Student Senate Meeting. The legislation will follow the same agenda flow for a possible veto override by the Student Senate.

Section 3: Voting

- A. All voting during the Student Senate meeting will follow the voting process listed below:

- i. All items listed under Action shall be voted on via a roll call vote recorded by the Director of Communications.
- ii. Simple Majority Vote: needs 50% plus 1 of affirmative votes to pass any item where a simple majority vote is necessary.
- iii. Two-Thirds Majority Vote: at least two-thirds (2/3) of quorum present at the time of the vote.
 - 1. A 2/3 vote will be required in situations such as overturning a veto, removing an individual from senate, increase funding amounts over \$750.00, and Bylaws revision,
- iv. “Thumbs” Vote: shall be used when informally voting on certain items like AP/BP changes, general consensus on items, etc.
 - 1. Thumbs Up: idea is supported.
 - 2. Thumbs Sideways: you can live with the idea.
 - 3. Thumbs Down: idea is not supported.
- v. Abstentions: voting members may relinquish their vote by abstaining for an action item.
 - 1. If the number of abstentions is equal or larger than the prevailing vote, except in situations of appointments to the Student Senate, the item at hand will return to an information item at the next scheduled meeting.
- vi. A member of the Student Senate may cast a NO vote if they do not support the item at hand.
 - 1. In the case of appointments to the student senate, a NO vote may be cast if a member of senate feels the candidate(s) will not benefit the Senate if elected to the position.

Section 4: Minutes

- A. The Student Senate meeting minutes shall record all actions, with sufficient detail to be in compliance with the law, taken during a meeting, shall be public records, and shall include:
 - i. The names of those Senate members present, absent, and those who arrive late or leave early from the meeting shall be recorded.
 - ii. Who made and seconded any motions made during the meeting.
 - iii. A detailed record of any votes that occurred during the meeting.
 - 1. A member voting against an item may state their reason(s) and may have them recorded in the minutes if requested at the time of voting.

Section 5: Absences

- A. Any member of the Student Senate who misses two (2) consecutive meetings or three (3) out of five (5) meetings shall be subject to a hearing concerning their dismissal from the Student Senate, during the next regularly scheduled Student Senate meeting.

Section 6: Tardies

- A. Any member of the Student Senate who is late two (2) consecutive meetings or three (3) out of five (5) meetings shall be subject to a hearing concerning their dismissal from the Student Senate, during the next regularly scheduled Student Senate meeting.
 - a. Arriving after your name is called during roll call is considered late.

Article V: Student Senate Finances

Section 1: Transactions

- A. All expenditures require a majority vote of the Student Senate to pass.
- B. The reimbursement policy and purchases made by the Student Senate must follow the district's requisition procedures without exception.
- C. The Student Senate will not be responsible for expenditures made by campus clubs, campus programs, or campus committees.
- D. Student Senate funds not encumbered by the end of the fiscal year shall be rolled over into the Student Senate Reserves.
- E. The Student Senate shall only sponsor Sierra College campus clubs, projects and activities. Community service projects and activities will be the responsible of the campus clubs.
- F. Access to the Student Senate' accounts require approval of Business Services, the Dean of Student Services and the Associated Students Advisor.

Section 2: Stipends

- A. Stipends will be prorated by both the number of Student Senate meetings attended (whether quorum is met or not) and weekly office hours fulfilled. Stipends will be paid at the end of the semester of service provided duties and responsibilities meet the requirements outlined the following sections of this Section.
- B. Any member of the Student Senate is to be awarded financial stipends for each semester of service for attending assigned college shared governance meetings. The rate shall be \$10 (ten dollars) per hour for a meeting attended. These meetings would include but not be limited to:
 - i. Academic Senate, Classified Senate, Management Senate, Campus Life Committee, Curriculum Committee, Strategic Council, Safety Committee, New Legacy Committee, Gender Equity Committee, Spectrum Committee, Facilities Master Planning Task Force, D-LIT Committee, Student Success Committee, Library Committee, etc.
 - ii. Authorized meeting with the President/Vice President
- C. An office hour is defined as an hour worked in the Campus Life Office, an approved Student Senate event or program, or on campus. It is the responsibility of each senate member to check in with the office assistant, advisor, or executive officers for available tasks.
 - i. Executive Officers are required to do 2 (two) officer hours a week. Student Senators are required to do 1 (one) office hour per week. These are the minimum requirement; additional officer hours are encouraged but have no effect on your stipend.
 - ii. Office Hours must be completed when the Campus Life Office is opened in order for them to count for the week.
 - 1. Following the Student Senate meeting on Thursdays until 5:00 pm, office hours may only be fulfilled if student senate committee work is completed.
 - iii. Missed Office Hours may not be made up later in the semester.
 - iv. Some examples of what qualifies as an office hour are: filing WI-FI applications, putting up ASSC sponsored program/event poster on campus bulletin boards, clearing bulletin boards of out dates or inappropriate materials based off AP 3910, attending Student Senate committees, planning and coordinating ASSC Sponsored programs/events and more.

1. In order for off campus senate errands to count towards an office hour, they must be pre-approved by the Campus Life Coordinator and the ASO President.
 - v. The following cannot be counted towards office hours: Shared Governance and Conferences.
- D. Stipend Reports must be submitted to the Associated Students Advisor by 5:00 pm the Monday before finals start. The reports must be typed with a minimum of 600 words.
- i. Late Stipends will be prorated in the following manner:
 1. Up to 24 hours late: 25% reduction in stipend
 2. 24 to 48 hours late: 50% reduction in stipend
 3. 48 to 56 hours late: 75% reduction in stipend
 4. Over 56 hours late: 100% reduction in stipend
 - ii. Failure to meet the word requirement will result in a 50% reduction in stipend
 - iii. Student Senate members who are currently, planning, or formerly enrolled in PD 52 must receive or received a letter grade of A or B in order to receive no reduction in stipend from this class.
 1. Those who receive a letter grade of “C” in PD 52 will have a 25% reduction in their stipend for each semester they are eligible to receive a stipend.
 2. Those who receive below a letter grade “C” in PD 52 will not receive their stipend for each semester they are eligible to receive a stipend.
 - iv. Student Senate Members will have their stipend reduced by 10% per day and their transcripts withheld if all college equipment and materials (is office keys and parking permits) as well as vacating their offices in compliance with Officer Duties and Responsibilities Bylaws Article I Section 13.
 - v. A Senate Stipends Committee, chaired by the Treasurer, and the Associated Students Advisor will review the following criteria to determine the eligibility of senate members to receive a stipend:
 1. Completion of job duties as outlined in Article I of the Student Senate Bylaws
 2. Completion of Stipend Reports according to Article V, Section 2 of the Student Senate Bylaws.
 3. The Senate Stipend Committee will have the final say on stipend appeals.
- E. The Business Services Office, the Dean of Student Services and the Student Senate Advisor shall reserve the right to overrule a Student Senate vote for an increase in stipends.

Section 3: Travel

- A. Official conferences or excursions shall be taken with the accompaniment of the current Student Senate Advisor or the designated chaperon approved by the Student Senate 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 Student Senate.
- 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 V, Section 2.
- D. 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 Student Senate.
- E. District vehicles can be utilized by ASSC officers for official needs according to District policies. Mileage costs will be charged back to the ASSC. 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.
- F. Associated Student 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.

- G. 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:
- i. Breakfast \$8.00
 - ii. Lunch \$12.00
 - iii. Dinner \$20.00

Article VI: Associated Students of Sierra College Programs and Events

Section 1: Program Budget/Allocation

- A. All program budgets to be approved by the Student Senate will require a detailed budget outline for review before voting can occur.
- B. Expenditures from specific allocated budgets (Club Support, Hospitality, Programs, Public Relations, Supplies, College Programs/Projects, etc) may not exceed \$75 without approval from the Student Senate.
- i. Office supplies will have the same budget guidelines as above, and shall be:
 1. Used solely for the benefit of the Campus Life Office and Student Senate
 2. Used for approved programs.

Section 2: Sponsored Projects

- A. The Associated Students of Sierra College through the Student Senate is permitted to finance certain projects and sponsor programs that will benefit the Sierra College student body.
- B. The Student Senate is permitted to finance certain projects provided the following terms and conditions are met:
- i. The proposed financing of a project must be approved by a majority vote of the Student Senate.
 - ii. Before a vote takes place, the nature of the project, as well as the source, terms, and conditions of the financing must be reviewed and approved by each of the following:
 1. The Business Services Office
 2. The Dean of Student Services
 3. The Associated Students Advisor
 - iii. In the event that approval from all three groups mentioned above is not obtained, the proposed financing will not be submitted to the Student Senate for approval.
 1. An appeal may be submitted to the Board of Trustees if financing is not approved.

Section 3: Sponsored Programs

- A. The Student Senate can sponsor any program that meets the qualifications listed below:
- i. A sponsorship is defined as money given to or spent on behalf of any Sierra College department, program, committee, or club by the Student Senate that benefits the students at Sierra College.
 - ii. The following must be completed in order for the funding request to be considered for sponsorship:
 1. A funding request form must be completed and submitted.

2. The request must be made at least 3 (three) weeks prior to the funds being needed.
 3. A representative from the group requesting funds must attend the Student Senate meetings when the item will be discussed to answer any questions the Senate may have.
 4. The funding request will follow the same agenda procedures as any other item.
- iii. The Student Senate has a funding cap of \$750.00 for any sponsored program request.
 - i. With a 2/3 vote the Student Senate may approve funds beyond the funding cap.
- B. The Student Senate will annually sponsor the following campus programs at the listed amount:
- | | |
|-----------------------------------|------------|
| i. Learning Resource Center | \$3,500.00 |
| ii. Ridley Art Gallery | \$1,500.00 |
| iii. Natural History Museum | \$2,000.00 |
| iv. Sierra College Foundation | \$2,000.00 |
| v. Wolverine Athletic Association | \$1,500.00 |
- C. The Student Senate will also sponsor a number of campus wide events that benefit the student body. Some of these events include but are not limited to: Wolverine Week, Social Justice Days, People and Culture Days, Pride Days, Cesar Chavez Higher Education Speaker Series, Love Your Body Week, and Earth Week.
- D. Any promotional materials for an ASSC sponsored program or event must be approved by the Director of Public Relations, Director of Programs and the President.
- i. In the absence of any of the above Executives, the chain of command will be followed for approval of promotional materials.
 - ii. For any promotional materials used for an ASSC sponsored program or event, the logo of ASSC must be used otherwise funding will not be provided.
 - iii. Exceptions may be made with special approval.
 - iv. The Student Senate will assist in the disbursement of any ASSC sponsored promotional materials.

Article VII: The ASSC Inter Club Council and Campus Clubs

Section 1: Purpose

- A. The Inter Club Council is an organization reporting to the Student Senate that represents the needs and interests of all campus clubs.
- B. The Inter Club Council works to promote interaction and collaboration among the campus clubs.

Section 2: Clubs

- A. All campus clubs must be officially recognized and chartered by the Student Senate.
- B. All campus clubs shall follow the guidelines and policies set forth in:
 - i. The Associated Students' Constitution (Article VIII)
 - ii. The Student Senate Bylaws (any applicable section)
 - iii. The Club Handbook (current edition)
 - iv. District Board Policies
 - v. District Administrative Procedures
 - vi. The California Education Code
 - vii. *For more information please see the Director of Campus Affairs in the Campus Life Office, Bldg. J-7
- C. There are two levels of club status:

- i. **Active:** A club becomes active when both of the following if completed:
 - 1. A club with “Club Information Forms” on file, for the current semester, in the Campus Life Office.
 - 2. A club becomes active once they attend their first ICC Meeting of the current semester.
 - ii. **Inactive:** A club becomes inactive if one of the following is not completed for the current semester.
 - 1. A club that has not turned in “Club Information Forms”, for the current semester.
 - 2. A club has not attended at least one ICC Meeting of the current semester.
- D. Only Active Clubs that have attended at least two Inter Club Council meeting during the current semester will be eligible for financial support from the Student Senate.
- E. Only clubs with Active Club Status may:
- i. Receive Service or Club Points
 - 1. If a campus club participates in an ASSC sponsored event or program where service or club points can be earned, the following requirements must be met in order for points to be awarded.
 - a. Must have completed the “Club Information Forms” for the current semester and must be on file with the Campus Life Office
 - b. Must have attended at least one ICC meeting for the current semester.
 - c. A campus club that participates in an ASSC sponsored event or program must have turned in their “Club Information Forms” for the current semester and attend one ICC meeting within one month after the event for those points to be awarded to the club.
 - ii. Use college facilities for meetings and events
 - iii. Access club funds
 - iv. Deposit club funds
 - v. Use the college’s name
 - vi. Apply for Student Senate financial support.
 - vii. See current Club Handbook for full details.

Section 3: Club Support

- A. All new campus clubs that have been approved by the Student Senate will receive \$100.00 which will be deposited into their club account.
- B. Recognized Sierra College clubs are eligible for limited amounts of financial assistance from the Associated Students. It is our policy to support clubs when appropriate and possible.
 - i. Each club is entitled to request financial support with a maximum of \$750.00 per semester.
 - ii. Requests for assistance must be presented in writing and in person to the Student Senate during a regular meeting. Requests must show in detail how the club has attempted to provide their own funding. It is the policy of the Student Senate that a club attempt to finance a majority of its activities if possible.
 - iii. The Student Senate will consider each activity for which funds are requested and shall appropriate the amount it sees fit. Factors to be considered shall be the benefit of the activity to the students of Sierra College, the financial stability of the club, and the state of the current year’s Student Senate Budget.
 - iv. Reference Article VII, Section 2 to see how campus clubs qualify for financial support.
- C. Each active campus club the will be given a copy code for the Campus Life Office copy machine. Each club will receive 100 free copies a semester. Any copies over 100 will be billed to the club at ten cents a copy.
- D. Each campus club that is deemed active in accordance with Article VII, Section 2, is able to earn Club Points.

- i. Club Points will have a value of \$10.00 per point.
 - ii. Club Points will only be awarded for the following activities:
 - 1.Attendance at a Student Senate meeting based off per hour per club with a maximum of 1 representative per club.
 - 2.Attendance at an Inter Club Council meeting based off per hour per club with a maximum of 1 representative per club.
 - 3.Attendance at Campus Clean Up based off per hour per club with a maximum number of 20 club members.
 - a. Only one faculty advisor, per club, may earn club points during Campus Clean Up.
 - b. The Director of Campus Affairs will verify the advisor signing in for the club is the advisor listed on the club paperwork.
- E. Each campus club that is deemed active in accordance with the Article VII, Section 2, is able to earn Service Points.
- i. Service Points are earned by clubs attending and participating in ASSC sponsored programs and events that meet the following requirements:
 - 1.Service points will be earned at a rate of 05 of Service Points per hour per event per club.
 - 2.Events must be held on campus.
 - 3.Events must be open to all campus clubs.
 - 4.Events are for the entire Sierra College Campus Community.
 - ii. The Annual Sierra College Food Drive is a special opportunity for Service Points to be earned. Clubs who turn in cans will receive 1 Service Point for 5 cans with a maximum of 200 cans per club or 40 service points being earned.
 - iii. Clubs can earn 02 Service Points per individual who signs in for their club during the ASSC Elections.
 - iv. The Club that has earned the most Service Points, who are in compliance with the Inter Club Council Bylaws, and have attended 2 (two) Inter Club Council Meetings per semester will be awarded the *Associated Students Club of the Year* and will receive the following:
 - 1.Financial Support to the top 3 (three) clubs:
 - a. First Place: \$800.00
 - b. Second Place: \$400.00
 - c. Third Place: \$200.00

Section 4: ICC Meetings/membership

- A. The Inter Club Council will meet twice a month during the regular academic year to discuss club related business, programs and issues. The meetings will be held on the first and third Thursday of the month at 4pm.
 - i. The Inter Club Council Meeting reminders will be sent out 48 hours in advance by the Campus Life Office.
- B. The Student Senate will have two representatives on the Inter Club Council Board:
 - i. Chair: Director of Programs
 - 1.Chair the meetings of the Inter Club Council
 - ii. Vice Chair: Director of Campus Affairs
 - 1.Chair Inter Club Council meetings in the absence of the Director of Programs.
 - 2.Assist campus clubs with club policies and procedures.
 - 3.Take official minutes of the ICC meeting for historical record and distribution.
 - iii. See Duties and Responsibilities for a complete list of job duties.
- C. The Executive Vice President may serve as an alternate Inter Club Council Chair in the absence of the Chair or Vice Chair.

- i. If the Executive Vice President is unable to attend the ICC meeting the Director of Programs, in collaboration with the President, will appoint an interim Chair or Vice Chair from the current Student Senate membership to facilitate the meeting in question.
- D. Club Representatives:
- i. Each Club will appoint one ICC Representative to represent their respective club.
 - ii. Each ICC Representative may represent only one club at an Inter Club Council Meeting.
 - iii. Proxy votes and teleconferencing are not permitted by Club Representatives to be considered present at an Inter Club Council Meeting.
 - iv. Club Representatives are to report club activities to the Inter Club Council. And report back to their respective clubs pertinent information from the Inter Club Council.

Section 5: Suspension/Deactivation of clubs

- A. Failure to comply with the guidelines set forth in Article VII, is grounds for a campus club's charter to be suspended.
- B. The Director of Campus Affairs may introduce an Information Item at a meeting of the Student Senate asking for an investigation into the conduct of a campus club.
- C. For advancement of the proceedings; a special committee of no fewer than three (3) members of the Student Senate shall be appointed by the Student Senate President to investigate the conduct of the campus club in question.
 - i. The members of this Student Senate Sub Committee shall not be current members of any campus club.
- D. The Director of Campus affair shall chair the Committee. At the following Student Senate meeting, this Committee will present a report of their findings to the Student Senate outlining the specific charges of misconduct or wrongdoing by the club in question.
 - i. The Committee may recommend a suspension or a reprimand of the club in question. If the Committee, by a 2/3 vote, adopts the report. The Student Senate shall then conduct a formal hearing.
- E. A formal hearing consisting of the entire Student Senate shall then take place during the next regular scheduled meeting of the Student Senate. The Student Senate President shall serve as a judge pro tem, and the club shall be given the opportunity to answer every charge contained in the report.
- F. After final arguments the entire Student Senate will vote.
 - i. The Student Senate may vote to suspend a club's charter or vote to reprimand the club in question.
 - ii. A 2/3 vote of the Student Senate is required to suspend or reprimand a club.
- G. Upon suspension of a club's charter, the club will be closed immediately and any existing club funds will be moved to the Student Senate's General Fund.
- H. If the club in question is suspended by the Student Senate:
 - i. The club may not reform until two complete semesters have past.
 - ii. The executive officers may not hold an office in a Sierra College club or the Student Senate until two complete semesters have past.

Article VIII: Elections

Section 1: Voter Qualification

- A. All students enrolled at Sierra College shall be entitled to 1 vote in all student body elections.

Section 2: Election Booth Workers

- A. All Associated Student Elections will be coordinated by an on-campus student club, program, or team. Each organization that is interested in running an Associated Student Election will submit an application to the Student Senate for approval.
 - i. The Student Senate shall decide which organization will coordinate the polling booth. The club chosen by Student Senate shall be the Election Board.
- B. The Election Board will work with the Associated Students' Advisor to coordinate the students working the polling booth.
- C. The Election Board will receive \$400 from the Student Senate for running the Associated Students' polling location.
- D. The Election Board will follow the policies set in this article of the Student Senate Bylaws.
- E. Any current member of the Student Senate, persons declared as candidates and any person intent upon running for any office in the upcoming election shall not be a member of the Election Board nor shall they work the polling booth.

Section 3: ASSC Election Oversight Committee

- A. All Elections will be overseen by the Student Senate.
- B. The ASSC Election Oversight Committee will be comprised of:
 - i. Associated Students' President (committee chair)
 - ii. Three Student Senate Members
 - iii. Three students at large; not a member of the student senate nor a member of the club coordinating the election.
- C. The Election Oversight Committee will be appointed by the Associated Student President and approved by the Student Senate. Members running for office or endorsing candidates are not eligible to sit on the committee.

Section 4: Vacancies and Appointed Positions at the Rocklin Campus

- A. Students applying for the Student Senate must meet the qualifications outlined in the Associated Students' Constitution in order to be appointed.
- B. Potential candidates must submit a Student Senate Application to the Associated Students' Advisor
- C. Candidates must attend three consecutive meetings in order to be interviewed for the position they applied for. Interviews will be conducted at their third consecutive meeting.
- D. At the fourth meeting, the Student Senate will vote on the candidate's appointment.
 - i. A candidate must re-submit a new application to be reconsidered for another position if they are not elected to the position they originally applied for.
 - ii. A candidate may only submit one application per semester per position.
- E. A candidate running unopposed must receive a majority vote of the Student Senate to be appointed.
- F. If there are two or more candidates; the candidate with the most votes will be appointed, unless more NO votes are casted then for any one candidate. In case of a tie, the President must make the tie-breaking vote.
- G. The Student Senate will not accept applications for additional members during the following periods:
 - i. After the spring election until the beginning of the fall semester.
 - ii. After the spring semester add/drop period.
- H. Exceptions to the 3 consecutive meeting attendance requirements can be made at the discretion of the Student Senate President in consultation with the Associated Students' Advisor.

Section 5: Elections

- A. The Student Senate shall determine all dates, location and times of the spring, special and/or recall elections.
- B. The spring student election shall be held no later than the third week of April.
- C. All elections shall be held on at least two consecutive school days.
- D. The polls shall be opened during the times of 8:30 a.m. to 5:30 p.m. (subject to staffing availability).
- E. Absentee ballots will be available 5 school days before the election in the Campus Life Office for students who are unable to vote during the election days.
 - i. Absentee ballots are due in the Campus Life Office by 5:00pm the last day of the election.

Section 6: Election Candidates Application Process

- A. Candidate Applications will be available five (5) weeks before the election dates. Applications will be available in the Campus Life Office.
- B. All completed candidate applications for office shall be filed with the Campus Life Office no later than 10:00 am; ten school days prior to any election to have their name appear on the ballot.
- C. "Write-in candidates" applications will be accepted until 10:00 am the day before the election begins.
- D. Candidates may only start campaigning for office after their Candidate Application has been approved by the Associated Students' Advisor.
- E. The Associated Students' Advisor and the Dean of Student Services shall be responsible for determining the eligibility of all officer candidates according to Educational Code and Associated Students' requirements.
- F. Any individuals running for the position of Director of Public Relations must complete an additional application to show they qualify for the position.

Section 7: Eligibility and Qualifications

- A. All candidates running for office must meet the qualifications set forth in the Associated Students' Constitution and applicable bylaws at the time they submit their application.
- B. No student may concurrently run for more than one Student Senate office.
- C. The following are the term limits for members of the Student Senate:
 - i. The President and Executive Vice President will be limited to two semesters each.
 - ii. All other Executive positions will be limited to four semesters each.
 - iii. A student shall not serve more than six semesters as a member of the Student Senate.
 - iv. The term of office shall begin on June 1st and end on May 31st.
- D. Candidates running unopposed for an executive office must receive more than 50% of the popular vote to be elected to office.
 - i. Candidates running unopposed for a senator position must receive at least 20% of the popular vote to be elected to office.
- E. Violations of the Student Senate Bylaws may result in a candidate being subject to immediate disqualification.
 - i. In the event a winning candidate is declared ineligible, the next candidate with the most votes will be declared the winner for that position.
 - ii. The ASSC Election Oversight Committee may call for a Special Election if it deems it necessary.

Section 8: Publicity and Campaigning

- A. A list of candidates for student body offices shall be made public and posted in the Campus Life Office.
- B. The Student Senate shall take all necessary steps to publicize the dates and times of all student elections.

- C. There will be no amplified sound during the campaigning for office.
- D. There shall be no voter solicitation of any form (including banners, posters and flyers) within 50 feet of any building where voting is taking place by candidates or their representatives.
- E. Posting of campaign literature is permitted on bulletin boards. All candidates must follow the college's posting regulations. Check with the Campus Life Office for the college's posting regulations.
- F. Defacement or removal of any candidate's campaign material by any other candidate is grounds for disqualification from the election.
- G. Candidates running may use signs, banners, leaflets and posters for their campaign. All such publicity shall be subject to the discretion of the Associated Students' Advisor.
 - i. Banners may not be placed on the college's infrastructure or buildings.
- H. All campaign signs, posters, and banners shall be removed from display by the candidate by 8:00 am the day after the elections.

Section 9: Lawful Expenses

- A. All materials and services provided by the Student Senate for election purposes to any incumbent shall also be provided in the same manner to those non-incumbents running for the same position.

Section 10: Notice of Vacant Offices

- A. The Student Senate Director of Public Relations, working with the Associated Students' Advisor, must ensure publication of these vacancies. At least two of the following must be used to publicize the vacancies;
 - i. Social Media (Facebook, Twitter, Instagram, etc)
 - ii. Posters/Flyers/Banners
 - iii. Tabling on campus
 - iv. Classroom Presentations
 - v. Other

Section 11: Counting Ballots

- A. The Associated Students' Advisor shall supervise the counting of ballots.
- B. A college employee (faculty/staff) not associated with the Student Senate will participate in the counting of ballots.
- C. The Associated Students' President shall announce the election results at the Student Senate Meeting following the election.
 - i. Election results will be ratified by the Student Senate.

Section 12: Contesting an Election

- A. In the event that the election is to be contested, a written petition must be submitted to the Associated Students' Advisor within 24 hours following the announcement of the election results.
- B. The ASSC Election Oversight Committee will review the petition and shall present a decision to the Student Senate with the appropriate action to be taken, no later than nine (9) school days following the contested election.
- C. If an Election Code violation is to be reported, a written petition must be submitted to the Associated Students' Advisor within 24 hours following the announcement of the election results.
- D. The ASSC Election Oversight Committee will review the petition and shall present a decision to the Student Senate with the appropriate action to be taken, no later than nine (9) school days following the receipt of the petition.

Section 13: Final Election Resolution

- A. The ASSC Election Oversight Committee's decision to the Student Senate shall be final
- B. The Student Senate may accept any portion of the election results that did not have reported violations.

Article IX: Removal from the Student Senate

Section 1: Removal from Office

- A. Any member of the Student Senate may be removed from office.
- B. Student Senate members failing to complete their position responsibilities and/or do not meet the highest standards set by the Student Senate may be removed after a hearing by the Student Senate.
- C. An impeachment process shall be available when applicable.
- D. A written grievance concerning the actions of a Student Senate member shall be filed with the Associated Students' Advisor, who in turn will forward the report to the Student Senate.
- E. The Student Senate shall handle this entire impeachment process. A 2/3 vote of the Student Senate after a formal public hearing on a specific charge shall sustain the impeachment. Upon impeachment, the officer must immediately resign their office.
- F. A special committee appointed by the Student Senate President, consisting of five Student Senate members will hear the case and determine by a majority vote to send it to the full Student Senate for a hearing.
 - i. 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 individual in question shall be given the right to answer each and every charge contained in the articles of impeachment. If the individual wishes, they must furnish their own arbitrator.
 - ii. 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.
- G. If an Executive Officer resigns or is impeached before the end of their term they have one week to return their office keys and vacate their office or a hold will be placed on their college records.

Article X: Amendments to the Student Senate Bylaws

Section 1: Enacting Student Senate Bylaws

- A. Proposed amendments to the Student Senate Bylaws must be approved by a 2/3 vote of the Student Senate. Once ratified by the Student Senate, the updated bylaws are effective immediately.

Section 1: Superseded Student Senate Bylaws

- A. Upon ratification of the bylaws, all prior bylaws are null and void and of no force or effect.