Student Senate Bylaws
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Article I: Duties of the Student Senate Members

Section 1: Responsibilities of Executive Officers

A. President/Student Trustee
   1. Serve as the official representative of the Associated Students.
   2. Serve as the Student Trustee on the Sierra College Board of Trustees.
   3. Bring issues forward to the Sierra College Board of Trustees from the Student Senate.
   4. Chair the meetings of the Student Senate.
   5. Call special meetings of the Student Senate.
   6. 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.
   7. Appoint students to appropriate college committees, with approval by the Student Senate.
   8. Meet with the College President on a monthly basis.
   9. Have the authority to veto any legislation passed by the Student Senate.
      a. The veto must be submitted in writing within 48 (forty-eight) hours after the passing of said legislation.
      b. The veto may be overridden by a two-thirds (2/3) vote of the Student Senate.
      c. Legislation that is passed by the Student Senate may only be vetoed once.
   10. Responsible for delivering the commencement address for the Rocklin campus.
   11. Shall act as the liaison between the Student Senates of the various satellite campuses district wide.
   12. Shall sit on the specified shared governance committees as outlined in Article I, Section 4, #10, A.
   13. Shall only have a vote in case of a tie.
   14. Is responsible for two (2) office hours per week.

B. Executive Vice President
   1. Preside over the Student Senate 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. Ensures senate members are on the required shared governance committees.
   5. Calculates stipends with Director of Finance.
   6. Compiles interview questions with assistance from the faculty advisor for all prospective members of the Student Senate.
   7. Coordinates and oversees ‘Teacher of the Year’ award selection.
   8. Provides an orientation for all new Student Senate members.
   9. Shall sit on the specified shared governance committees as outlined in Article I, Section 4, #10, B.
   10. Shall chair a Student Senate Committee.
   11. Shall have one vote on the Student Senate.
   12. Is responsible for two (2) office hours per week.
C. **Director Finance**
   1. Supervise all financial matters in consultation with the Student Senate’s Faculty Advisor.
   2. Shall be empowered to sign all authorized Student Senate Purchase Orders for the disbursement of funds as approved by the Student Senate.
   3. Keep organized and accurate records of the current financial transactions of the Student Senate.
   4. Present a Student Senate financial statement monthly to the Student Senate.
   5. Establish a budget with the President and the Student Senate Adviser for the following fiscal year and present this budget to the Student Senate for approval prior to May 1st.
   6. Calculates stipends with Executive Vice President.
   7. Responsible to create and maintain the Consent Agenda.
   8. Shall sit on at least one shared governance committee.
   9. Shall chair a Student Senate committee.
   10. Shall have one vote on the Student Senate.
   11. Is responsible for two (2) office hours per week.

D. **Director of Communications**
   1. Keep the meeting attendance record of each senate member.
   2. Prepares and distributes the minutes of the previous Student Senate meeting at least 72 hours prior to the next meeting.
   3. Distributes the agenda for each Student Senate meeting at least 72 hours prior to the next meeting.
   4. Maintain an electronic copy of current academic year agendas and minutes.
   5. Shall sit on at least one shared governance committee.
   6. Shall chair a Student Senate committee.
   7. Shall have one vote on the Student Senate.
   8. Is responsible for two (2) office hours per week.

D. **Director of Programs**
   1. Coordinate the “Associated Students” sponsored programs and events.
   2. Maintain budgets, accurate records and up-to-date files on all sponsored events.
   3. Oversee Student Senate committees, ensuring senate members are on the required committees.
   4. Shall sit on at least one shared governance committee.
   5. Shall chair a Student Senate committee.
   6. Shall have one vote.
   7. Is responsible for two (2) office hours per week.

E. **Director of Campus Affairs**
   1. Maintains current records on the status of all active campus clubs.
   2. Coordinates the “Club of the Year” competition and maintains a record of each club’s point standing.
   3. Oversees the disbursement of information to all campus clubs regarding Associated Students’ sponsored programs and events.
   4. Works with Faculty Advisor on the disbursement of club funds through club involvement in Associated Students’ Programs.
5. Chair of the Inter Club Council (ICC) bi-monthly meetings.
6. Shall sit on at least one shared governance committee.
7. Shall have one vote on the Student Senate.
8. Is responsible for two (2) office hours per week.

F. Director of Public Relations
1. Oversee all publicity for “Associated Students” sponsored events.
2. Shall maintain and update the Associated Students sponsored bulletin boards.
3. Assure there is a public announcement of vacancies in Student Senate positions.
5. Shall sit on at least 1 (one) shared governance committee.
6. Shall chair a Student Senate committee.
7. Shall have 1 (one) vote on the Student Senate.
8. Is responsible for 2 (two) office hours per week.

Section 2: Student Senator Duties
1. Take an active role in planning and assisting with Associated Students' sponsored events.
2. Shall have an active voice on student/campus issues before the Student Senate.
3. Shall serve on 1 (one) Student Senate committee.
4. Shall sit on shared governance committees if needed.
5. Shall have 1 (one) vote on the Student Senate.
6. Is responsible for (1) one office hour per week.

Section 3: Responsibilities of Satellite Campus Site Council’s
A. Vice President
1. Shall Chair over the Satellite Campus' Student Senate meetings.
2. Shall be responsible for Shared Governance Committee assignments at their designated campus.
3. Shall meet with campus faculty, staff and administration as needed.
4. Shall have one (1) vote only in case of a tie.
5. Is responsible for two (2) office hours per week.
6. Additional duties as outlined in the Satellite Campus Bylaws.

B. Student Senators
1. Shall take an active role in planning and assisting with Associated Students' sponsored events.
2. Shall have an active voice with student/campus issues before the Student Senate.
3. Shall have one (1) vote on the Satellite Campus' Student Senate.
4. Is responsible for one (1) office hour per week.
5. Additional duties as outlined in the Satellite Campus Bylaws.

Section 4: Shared Governance
1. The Executive Vice President will keep record of who sits on each shared governance committee and when they meet.
2. In the occasion that there are more Senate members interested in sitting on a shared governance opportunity, the Executive Vice President will delegate as follows in order as applicable.
   A. Executive officers get priority on their first shared governance seat in order of chain of command.
   B. The executive officers must state that they are using their priority for certain shared governance seat.
   C. The executive officers may not change their priority seat, unless the shared governance committee has been discontinued.
   D. The executive officers may not use their priority to remove another individual from a shared governance seat.
3. If there is more than one individual wanting the seat, they are required to state their reasoning for wanting the seat in question.
4. After a roll call vote, the individual with the most votes will receive the spot as the representative.
5. If multiple seats are available, the individuals with the most votes will assume the seats until filled.
6. For those who did not receive the seat(s) will be selected as alternates in order of votes received.
7. In case of a tie the Student Senate President shall break the tie and select the order of the alternates.
8. In the event the shared governance meeting is before the next Student Senate meeting the President may appoint someone to attend that meeting with the official representative will be chosen at the next scheduled Student Senate meeting.
9. If the Student Senate representative misses 2 (two) of their shared governance meetings in a row or 3 (three) out of the past five meetings their seat will be given up to the first alternate.
   A. 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.
   B. The person who was removed may only be put back on if there is no other available Student Senate member interested.
10. Due to the position requirements these Executive Officers are required to sit on the following committees:
    A. The President; Strategic Council, PARAC and the Foundation Board.
    B. The Vice President; Campus Life Committee.

Section 5: Other Student Senate Responsibilities
1. 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 Senators (by date of appointment).

2. Leadership Class
   A. All members of the Rocklin Student Senate will be required by their second consecutive semester on the Student Senate to enroll in P.D. 52 (or PD 94)
otherwise they will not be eligible to be on the Student Senate.
B. Those Senate members not passing (letter grade of F or no credit) PD 52/94 Leadership Development Class must repeat the course to remain on the Student Senate.
C. 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.
D. If PD 52 is not offered during the semester for any reason, Student Senate members shall take PD 94 instead.

3. Office Hours
A. An office hour is defined as an hour worked in the Campus Life Office, on an approved Student Senate event, project and/or program. It is the responsibility of each Senate member to check in with the office assistant, faculty advisor or executive officers for available tasks.
B. Student Senate Officers are required to fulfill the following office hours:
   1. Executive Officers; 2 (two) officer hours a week.
   2. Student Senators; 1 (one) office hour per week.
C. Office Hours must be completed when the Campus Life Office is opened in order for them to count for the week.
D. The week starts on Friday and ends on Thursdays for hours worked.
E. Missed Office Hours may not be made up later in the semester.
F. In order for off campus Senate errands/projects to count towards an office hour they must be pre-approved by the Student Senate Faculty Advisor.
G. Shared Governance meetings and Conferences do not count towards office hours.
H. Any student senate member missing two (2) consecutive weeks of office hours or 3 (three) out of 5 (five) weeks shall be subject to;
   1. A written/verbal warning from the faculty advisor and Student Senate President concerning the missed Office Hours.
   2. After the second infraction during the same semester, the Student Senate member in question will automatically vacate their position on the Student Senate.

4. 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:
   1. Keys returned to Campus Life Office.
   2. Office cleaned out completely, all personal items removed.
   3. Failure to complete above by deadline will result in stipends being prorated at schedule in Article V, Section 2.
B. Any Student Senate member leaving the senate before the end of their term ends will have 5 (five) school days to return all college materials (ie; office keys, parking permit and equipment) or a hold will be placed on their college records.
5. **Activity Stickers/Student Senators**  
   A. Each member of the Student Senate will be given a complementary Sierra College Student Activities sticker.

6. **Graduate as a Student Senator**  
   Requirements to be eligible to graduate as a member of the Student Senate;  
   A. Served as an officer for a minimum of 25 meetings.  
   B. Met eligible requirements each semester on the Student Senate.  
   C. Completed Personal Development 52/94.

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### Article II: Student Senate Committees

**Section 1: Standing Committees**  
1. Each academic year the Student Senate shall develop Standing Committees aligned with their stated goals.  
2. Executive Officers will chair standing committees. See Officer Duties for details.  
3. Every member of the Student Senate is required to participate in at least one Student Senate Committee.  
4. A committee shall have no less than 1 (one) Student Senate member.  
5. Committees are to report back to the Student Senate on the first and third meetings of each month.

**Section 2: Student Members**  
1. Members of the student body are allowed to be a part of the committees and take an active role in the committee’s activities.  
2. Students are appointed by the Student Senate President.  
3. There is no limit to how many student at large members a committee can have.

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### Article III: Ethnics

**Section 1: Student Senate Oath**  
1. It is a privilege to hold an office for the Associated Students.  
2. Upon taking the oath of office with the Associated Students, members of the Student Senate will be expected to work to the best of their abilities to uphold the high standards of their office.  
3. 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**  
1. High standards, ethical behavior, personal integrity and impartiality are inherent to the reputation and ultimate success of the 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 or 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.

2. Executive Officers of the Student Senate may not also hold an Executive Officer position with an active campus club.

Section 3: Campus Life Office Conduct
1. All members of Student Senate shall maintain a respectful and professional environment in the Campus Life Office.
2. 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.
3. Music and other disruptive noises are to be confined to your work space so that others cannot hear it.
4. All Student Senate offices are limited for use by the officers of the Associated Students. These offices and computers may not be used by non Senate members.
5. The Executive Offices are only to be used by the officer that holds that office. These offices shall be considered for private use only.
6. Office exteriors must be kept professional and clean from any personal decorations, with the exception of advertising for campus activities or events.
7. Executive Officers are to post their weekly office hours on the exterior of their door.
8. Office interior decorations are at the discretion of the office holder. Painting of offices is not permitted under any circumstances.
9. The Campus Life Office door is locked after 5:00 pm Monday through Friday. Only Executive Officers are allowed in the office after 5:00 pm. Student Senators are allowed in only if accompanied by an Executive Officer. All guests will be asked asked to leave at 5pm, unless accompanied by a faculty member.
10. 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.
11. 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.
12. Executive Officers are asked to notify Campus Police if they use the Campus Life Office over the weekend.
13. Office keys are not to be loaned to others or copied.
Article IV: Student Senate Meetings

Section 1: Student Senate Meetings
1. The Student Senate Meetings will be regularly scheduled during the Academic Year on Thursday’s from 2:00 pm-4:00 pm.
2. Issues pertaining to the outcomes of motions will not be heard by the Student Senate until the next regularly scheduled meeting.

Section 2: Agenda
1. The weekly Student Senate Agenda is developed on Monday morning by the Student Senate President, in consultation with the Faculty Advisor.
2. 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.
   A. The weekly agenda is placed in each Student Senate members mail box.
   B. The Director of Communications sends the agenda via e-mail to members of the Student Senate.
   C. A student may request an agenda be sent to them via e-mail by contacting the Director of Communications.
3. 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 Monday.
4. Special guests at Student Senate meetings are scheduled through the Student Senate President.
5. 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.
6. In order to clarify the flow of information and business before them, the Student Senate follows the following agenda policies:
   A. Information >>>>>>>>>>>>>> Action
   B. Officer report (announcement) >>> Information >>> Action
   C. Special guest (announcement) >>> Information >>> Action
   D. Audience (announcement) >>>>>> Information >>> Action
7. 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
1. All voting during the Student Senate meeting will follow the voting process listed below:
   A. All members of the Student Senate shall have one vote on any matter before the Student Senate. Except the President who may only vote in the case of a tie.
   B. Proxy votes are not permitted at any time.
   C. All items listed under Action shall be voted on via a roll call vote recorded by the Director of Communications.
   D. Simple Majority Vote: a majority vote of the stated Student Senate
quorum.
E. Two-Thirds Majority Vote: at least 2/3 (two-thirds) of the stated senate quorum.
F. A 2/3 (two-thirds) vote will be required in situations such as overturning a veto, removing an individual from senate, increase funding amounts over $500.00, and Bylaws/Constitutional revision.
G. Consensus "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.
      A. Numbers 1 & 2; constitute "yes votes".
H. Abstentions: voting members may relinquish their vote by abstaining for an action item.
I. If the number of abstentions is equal or greater than the prevailing vote, the item at hand will return to an information item at the next scheduled meeting.
J. In the case of appointments to the student senate, an abstention vote may be cast if a member of senate feels either candidate will not benefit the Senate if elected to the position.
   1. If abstentions are equal to or greater than the prevailing vote; either candidate will be elected to office.

Section 4: Minutes
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:
   A. The names of those Senate members present, absent and those who arrive late or leave early from the meeting shall be recorded.
   B. Who made and seconded any motions made during the meeting.
   C. A detailed record of all votes that occurred during the meeting.

Section 5: Absences
1. Any member of the Student Senate who misses 2 (two) consecutive meetings or 3 (three) 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.

2. Teleconferencing of any kind is not permitted by Student Senate members to be considered present at a Student Senate Meeting.

Section 6: Tardies
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 Student Senate Faculty Advisor.

Section 2: Stipends
1. 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.
2. The rate shall be $10 (ten dollars) per hour for a meeting attended.
3. These committee meetings include but not be limited to:
   A. Academic Senate, Classified Senate, Management Senate, Campus Life,
      Curriculum, Strategic Council, Safety, New Legacy, Gender Equity,
      Spectrum, Facilities Master Planning Task Force, D-LIT, Student Success,
      Library, State Wide Student Senate Regional Meetings, etc.
   B. Authorized meeting with the President/Vice President
4. Stipend Reports must be submitted to the Student Senate Faculty Advisor by 5pm
   the Monday before finals start. The reports must be typed with a minimum of 600
   words.
   A. Late Stipends will be prorated in the following manner:
      Up to 24 hours late: 25% reduction in stipend
      24 to 48 hours late: 50% reduction in stipend
      48 to 56 hours late: 75% reduction in stipend
      Over 56 hours late: 100% reduction in stipend
   B. Failure to meet the word requirement will result in a 50% reduction in
      stipend.
   C. Senate members who receive a letter grade of “C” in PD 52 (or PD 94)
      will have a 25% reduction in their stipend for each semester they are
      eligible to receive a stipend.
   D. Senate members who receive below a letter grade of “C” in PD 52 (or PD
      94) will not receive their stipend for each semester they are eligible to
      receive a stipend.
   E. A Senate Stipends Committee; chaired by the Treasurer and Associated
      Students Advisor will review the following criteria to determine the eligibility of
senate members to receive a stipend:
1. Completion of Stipend Reports according to Article V, Section 2 of the Student Senate Bylaws.
2. The Senate Stipend Committee will have the final say on stipend appeals.
F. 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
1. 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.
   A. 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.
2. 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 or violate the college drug and alcohol policy while traveling.
   A. Failure to pay the expenses will result in stipends being prorated at schedule in Article V, Section 2.
3. 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.
4. 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 any sanctioned events.
5. 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:
   A. Breakfast $8
   B. Lunch $12
   C. Dinner $20

Article VI: Programs & Event

Section 1: Program Budget/Allocation
1. All program budgets to be approved by the Student Senate will require a detailed budget outline for review before voting can occur.
2. Expenditures from specific allocated budgets from the approved Constant Agenda item may not exceed $100 (one hundred dollars) without prior approval from the Student Senate.

Section 2: Sponsored Projects
1. The Student Senate is permitted to finance projects that will benefit the Sierra
2. The Student Senate is permitted to finance certain projects provided the following terms and conditions are met:
   A. The proposed financing of a project must be approved by a majority vote of the Student Senate.
   B. Before a vote takes places, 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
   C. 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.
   D. An appeal may be submitted to the Board of Trustees if financing is not approved.

**Section 3: Sponsored Programs**
1. The Student Senate can sponsor any program that meets the qualifications listed below:
   A. 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.
   B. 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.
      5. The Student Senate has a funding cap of $500 (five hundred dollars) for any sponsored program request.
      6. With a 2/3 vote the Student Senate may approve funds beyond the funding cap.
2. The Student Senate will annually sponsor the following campus programs:
   - Learning Resource Center $ 3,500
   - Natural History Museum 2,000
   - Sierra College Foundation 2,000
   - Ridley Art Gallery 1,500
   - Wolverine Athletics 1,500
3. 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.

4. For any promotional materials used for an Associated Students' sponsored program or event, the "Associated Students" logo shall be used otherwise funding will not be provided.

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**Article VII: The Inter Club Council**

**Section 1: Purpose**
The Inter Club Council is an organization reporting to the Student Senate that represents the needs and interests of all campus clubs and works to promote interaction and collaboration among the campus clubs.

**Section 2: Clubs**
1. All campus clubs must be officially recognized and chartered by the Student Senate.
   A. All campus clubs shall follow the guidelines and policies set forth in:
      1. District Board Policies and District Administrative Procedures
      2. The California Education Code
      3. The Associated Students’ Constitution
      4. The Student Senate Bylaws (any applicable section)
      5. The Club Handbook (current edition)

2. There are two levels of club status:
   A. **Active:** A club becomes active when both of the following is completed:
      1. Current “Club Information Forms” on file for the current semester.
      2. Attendance at 1 (one) ICC Meeting for the current semester.
   B. **Inactive:** A club is inactive without items 2.A.1 & A.2 completed from above.

3. Only Active Clubs during the current semester may:
   A. Use college facilities for meetings and schedule events
   B. Access club fund
   C. Deposit club funds
   D. Use the college’s name
   F. Schedule food sales

4. Only Active Clubs that have attended 2 (two) Inter Club Council Meetings may receive:
   A. Financial support from the Student Senate
   B. Club of the Year Service Points

**Section 3: Club Support**
1. All new campus clubs that have been approved by the Student Senate will receive $100.00 which will be deposited into their club account after their second Inter Club Council Meeting attended.
2. Recognized Sierra College clubs are eligible for financial assistance from the Associated Students.
3. Each club is entitled to request financial support of maximum of $500 (five hundred) per semester.
   A. 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.
   B. 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.
   C. Reference Article VII, Section 2 to see how campus clubs qualify for financial support.
   D. Funds must be used during the semester they are requested.
4. Each active campus club 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.
5. Active campus clubs are given the opportunity to earn club funds through participation in the following activities:
   A. $10 per hour, per club attendance at weekly Student Senate meetings.
   C. $10 per hour, per club member in attendance at Campus Clean Up with a maximum of 10 club members.
   B. $15 per meeting, per club at the bi-monthly Inter Club Council Meetings.
6. Due to the ever changing membership of campus clubs; the Student Senate does not loan funds to Campus Clubs under any circumstances.

**Section 4: Associated Students' Club of the Year**

1. The Campus Club that has earned the most "Club of the Year Service Points" and is in compliance with the Inter Club Council Bylaws will be awarded the "Associated Students Club of the Year". The top three campus clubs will receive the following funds:
   a. First Place: $800 (and a club trophy)
   b. Second Place: $600
   c. Third Place: $400
2. Service Points are earned by clubs attending and participating in Associated Students' sponsored programs and events that meet the following requirements:
   A. Service points are earned at a rate of 10 (ten) Service Points per hour per event per club.
   B. Events must be held on campus.
   C. Events must be open to all campus clubs.
   D. Inter Club Council Meetings; 10 (ten) points per meeting.
   E. 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 per 5 cans of food with a maximum of 500 cans per club or 120 service points being earned.
F. Clubs can earn 2 (two) Service Points per individual who votes during the annual spring Associated Students' Elections.

Section 4: ICC Meetings/membership
1. 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.
2. 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.
3. Each Club will appoint 1 (one) ICC Representative to represent their respective club.
4. Each ICC Representative may represent only 1 (one) club at an Inter Club Council Meeting.
5. Teleconferencing is not permitted by Club Representatives to be considered present at an Inter Club Council Meeting.

Section 5: Suspension/Deactivation of clubs
1. Failure to comply with the guidelines set forth in Article VII, is grounds for a campus club’s charter to be suspended.
2. 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.
3. For advancement of the proceedings; a special committee of no fewer than 3 (three) members of the Student Senate shall be appointed by the Student Senate President to investigate the conduct of the campus club in question.
   A. The members of this Student Senate Sub Committee shall not be current members of any campus club.
4. The Director of Campus Affairs 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.
5. 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.
6. A formal hearing consisting of the entire Student Senate shall then take place during the next regular scheduled meeting of the Student Senate.
7. 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.
8. After final arguments the entire Student Senate will vote.
   A. The Student Senate may vote to suspend a club’s charter or vote to reprimand the club in question.
   B. A 2/3 vote of the Student Senate is required to suspend or reprimand a club.
9. 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.
10. If the club in question is suspended by the Student Senate:
   A. The club may not reform until 1 (one) calendar year has passed.
B. The executive officers may not hold an office in a Sierra College club or the Student Senate until 1 (one) calendar year has passed.

**Article VIII: Elections**

**Section 1: Voter Qualification**
All students enrolled at Sierra College shall be entitled to vote in all Associated Students' elections.

**Section 2: Election Booth Workers**
1. 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.
2. The Student Senate shall decide which organization will coordinate the polling booth. The club chosen by Student Senate shall be the Election Board.
3. The Election Board will work with the Associated Students’ Advisor to coordinate the students working the polling booth.
4. The Election Board will receive $400 from the Student Senate for running the Associated Students’ polling booth.
5. The Election Board will follow the policies set in this article of the Student Senate Bylaws.
6. Any current member of the Student Senate and persons declared as candidates in the upcoming election shall not be eligible to work the polling booth.

**Section 3: Associated Students' Election Oversight Committee**
1. All Associated Students' Elections will be overseen by the Associated Students' Election Oversight Committee.
2. The Election Oversight Committee will be comprised of:
   A. Associated Students’ President (committee chair)
   B. Three Student Senate Members
   C. Three students at large; not members of the Student Senate nor the club coordinating the election booth.
   D. Members running for office or endorsing candidates are not eligible to sit on the committee.

**Section 4: Elections**
1. The Student Senate shall determine all dates, location and times of the spring, special and/or recall elections.
2. The spring student election shall be held no later than the third week of April.
3. All elections shall be held on at least two consecutive school days.
4. The polls shall be opened during the times of 10 a.m. to 5:30 p.m. (subject to staffing availability).
5. Absentee ballots will be available 4 school days before the election in the Campus Life Office for students who are unable to vote during the election days.
   A. Absentee ballots are due in the Campus Life Office by 5:00pm the last day of
the election.

**Section 5: Senate Application Deadlines**
1. The Student Senate will not accept applications for appointed positions during the following periods:
   A. After the spring election until the beginning of the fall semester.
   B. After 10:00 am on the second Friday of the spring semester.

**Section 6: Election Application Process**
1. Student Senate Applications will be available five (5) weeks before the election dates in the Campus Life Office.
2. All completed candidate applications for office shall be filed with the Campus Life Office no later than 10:00 am; 5 (five) schools days prior to any election to have their name appear on the ballot.
3. “Write-in candidates” applications will be accepted until 10:00 am the day before the election begins.
4. Candidates may only start campaigning for office after their Candidate Application has been approved by the Associated Students’ Advisor.
5. 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.

**Section 7: Associated Students’ Election Eligibility and Qualifications**
1. 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.
2. No student may concurrently run for more than one Student Senate office.
3. The following are the term limits for members of the Student Senate:
   A. The President and Executive Vice President will be limited to two semesters each.
   B. All other Executive positions will be limited to four semesters each.
   C. A student shall only serve a total of six semesters as a member of the Student Senate.
4. Voter Turnout:
   A. Candidates running unopposed for an executive office must receive more than 50% of the popular vote to be elected to office.
   B. Candidates running unopposed for a senator position must receive at least 20% of the popular vote to be elected to office.

**Section 8: Campaigning**
1. A list of candidates for student body offices shall be made public and posted in the Campus Life Office.
2. All Constitutional changes and/or legislative issues being taken to the student body for approval must be posted in the Campus Life Office no later than 10am; 5 (five) days prior to the election to have the legislation appear on the ballot.
3. The Campus Life Office shall take all necessary steps to publicize the dates and
times of all elections.
4. There will be no amplified sound during the campaigning for office.
5. 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.
6. 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.
7. 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.
8. All campaign signs, posters, and banners shall be removed from display by candidates by 8:00 am the day following the elections.
9. Defacement or removal of any candidate’s campaign material by any other candidate is grounds for disqualification from the election.

Section 9: Lawful Expenses
The Campus Life Office nor the Student Senate will provide materials and/or services for election purposes to any candidate.

Section 10: Counting Ballots
1. The Associated Students’ Advisor shall supervise the counting of ballots.
2. A college employee (faculty/staff) not associated with the Student Senate will participate in the counting of ballots.
3. The Associated Students’ President shall announce the election results at the Student Senate Meeting following the election.
4. Election results will be ratified by the Student Senate.

Section 11: Contesting an Election
1. 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 closure of the Voting Booths.
2. 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 closure of the Voting Booths.
3. The Associated Student’s Election Oversight Committee will review the petition(s) and shall present a decision to the Student Senate with the appropriate action to be taken, no later than 9 (nine) school days following the contested election.

Section 12: Final Election Resolution
1. The Associated Students’ Election Oversight Committee’s decision to the Student Senate shall be final.
2. The Student Senate may accept any portion of the election results that did not have reported violations.
3. Violations of the Student Senate Election Bylaws may result in a candidate being subject to immediate disqualification.
4. The Associated Students' Election Oversight Committee may call for a Special Election if it deems it necessary.

**Section 13: Vacancies for Appointed Positions**

1. All vacant positions on the Student Senate must be advertised to the student body at large for a minimum of 10 (ten) school days before the application process is closed.
2. The Director of Public Relations, working with the Associated Students’ Advisor will ensure publication of all Student Senate vacancies.

**Section 14: Appointments to the Student Senate**

1. Students wishing to be appointed to the Student Senate must meet the qualifications outlined in the Associated Students’ Constitution and Student Senate Bylaws in order to be appointed.
2. Potential candidates must submit a Student Senate Application to the Associated Students’ Advisor.
3. Candidates for Student Senator positions:
   A. Must attend three consecutive meetings in order to be interviewed.
   B. Interviews will be conducted at their third consecutive meeting.
   C. At the fourth meeting, the Student Senate will vote on the candidate’s appointment.
4. Candidates for Executive Positions:
   A. Interviews will take place after the application deadline.
   B. Voting will take place at the next regularly scheduled Senate Meeting.
5. A candidate shall not concurrently hold more than one Student Senate position.
6. A candidate must re-submit a new application to be reconsidered for another position on the Student Senate.
7. A candidate may only submit one application per position per semester.
8. A candidate running unopposed must receive a majority vote of the Student Senate based on the quorum to be appointed.
9. If there are two or more candidates; the candidate with the most votes will be appointed.
   A. See Article IV, Section 3, #1, J for Abstentions during voting for Student Senate.
10. In case of a tie, the President shall make the tie-breaking vote.

**Article IX: Removal from the Student Senate**

**Section 1: Removal from Office**

1. Any member of the Student Senate may be removed from office.
2. 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.
3. An impeachment process shall be available when applicable.
4. When a written grievance concerning the actions of a Student Senate member is filed with the Student Senate Advisor, it will be forward the to the Student Senate President.
5. The Student Senate shall handle this entire impeachment process.
6. A special committee appointed by the Student Senate President, consisting of 5 (five) Student Senate members will hear the case and determine by a majority vote whether to send grievance to the full Student Senate for a hearing.
7. A second hearing consisting of the entire Student Senate shall then take place at the next scheduled meeting of the Student Senate.
8. 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 may furnish their own arbitrator.
9. After final arguments, each article of impeachment shall be voted on by the entire Student Senate.
10. A 2/3 vote on a specific charge shall sustain the impeachment. Upon impeachment, the officer must immediately resign their office.

**Article X: Amendments to the Bylaws**

Amendments to these Bylaws are outlined in the Associated Students' Constitution.

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<thead>
<tr>
<th>Leslie Ramirez</th>
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<td>Student Senate President</td>
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<th>Timothy Haenny</th>
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<td>Associated Students' Faculty Advisor</td>
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