

ASSC Student Senate



Bylaws

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Article I: Duties of the Student Senate Members

Section 1: Grant of Authority

The Student Senate serves as the governing board of the Associated Students. To provide for the orderly administration of Associated Students programs, activities, and finances, the Student Senate may adopt additional policies and procedures to supplement these Bylaws provided such rules are not inconsistent with these Bylaws, the ASSC Constitution, or Sierra College Board Policies and Administrative Procedures.

Section 2: 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, bringing issues forward from the Student Senate and reporting back on issues or actions of concern to ASSC and its members. The Student Trustee has an advisory vote on the Board of Trustees.
3. Chair the meetings of the Student Senate.
4. Shall sign all requisitions for the disbursement of funds authorized by the Student Senate, unless directed otherwise by the college's business services office.
5. Except as otherwise provided by these Bylaws, appoint students to all standing, ad-hoc, and college committees, with approval by the Student Senate.
6. Meet with the College President at least monthly to review the Board of Trustees agenda.
7. May veto any legislation passed by the Student Senate.
 - a. The President shall either declare the veto prior to adjournment of the meeting, or shall submit the veto in writing to the Executive Vice President within 48 hours after adjournment with a statement of the reasons for the veto.
 - b. The veto may be overridden by a two-thirds (2/3) vote of the Student Senate.
8. Deliver a commencement address for the Rocklin campus.
9. As the Student Trustee, shall serve as the liaison between the Sierra College Board of Trustees, the Student Senate, and the satellite campus Site Councils.
10. Unless the President appoints another member to do so, shall serve on the following participatory governance committees: Strategic Council, PARAC, and the Foundation Board.
11. Shall only have a vote on the Student Senate in case of a tie or to affect the outcome.

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. Ensures Student Senate members fulfill their obligations to serve on

participatory governance committees and performs any necessary liaison activities.

4. Compiles interview questions, with assistance from the faculty advisor, for students being considered for appointment to vacancies on the Student Senate.
5. Coordinates the 'Faculty of the Year' award selection.
6. With the assistance of the Student Senate advisor provides an orientation for all new Student Senate members.
7. Shall sit on the Campus Life participatory governance committee. Shall chair the Student Senate Governance Committee and oversee Student Senate committees, ensuring senate members are on the required committees.

C. Director of Finance

1. Supervise all financial matters in consultation with the Student Senate's Faculty Advisor.
2. In the absence of the President and Executive Vice President, sign all authorized Student Senate requisitions for the disbursement of funds.
3. Keep organized and accurate records of the financial transactions of the ASSC and present a periodic financial statement to the Student Senate.
4. Establish a recommended budget with the President and the Student Senate Advisor for the following fiscal year and present this budget to the Student Senate for approval prior to April 15.
5. For each Student Senate meeting, create a Consent Agenda for the consideration of routine or non-controversial fiscal items.
6. Shall sit on at least one participatory governance committee.
7. Shall chair the Student Senate Finance committee.

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 and posts the upcoming agenda at least 72 hours prior to the next meeting.
3. Shares responsibility with the Director of Public Relations for ASSC's social media program.
4. In collaboration with the Director of Campus Affairs, coordinates the End of the Year Club Award Ceremony and nomination process.
5. Maintain an electronic copy of current academic year agendas and minutes.
6. Shall sit on at least one participatory governance committee.
7. Shall chair a Student Senate committee.

E. Director of Programs (Social Media)

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. Shares responsibility with the Director of Public Relations for ASSC's social media program.

5. Shall sit on at least one participatory governance committee.
6. Shall chair a Student Senate committee.

F. Director of Campus Affairs

1. Working with the Campus Life office, monitors the status of all active campus clubs and periodically reports to the Student Senate.
2. Oversees the distribution of information to all campus clubs regarding Associated Students' sponsored programs and events.
3. Works with the Faculty Advisor on the disbursement of club funds through club involvement in Associated Students' Programs.
4. In collaboration with the Director of Programs, coordinates the End of the Year Club Award Ceremony and nomination process.
5. Chair of the Inter Club Council (ICC) semi-monthly meetings.
6. Shall sit on at least one participatory governance committee.

G. Director of Public Relations

1. Oversee all publicity for "Associated Students" sponsored programs and 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.
4. Shall sit on at least 1 (one) participatory governance committee.
5. Shall chair a Student Senate committee.

Section 3: Student Senator Duties

- A. Take an active role in planning and assisting with Associated Students' sponsored events and programs.
- B. Shall participate in Student Senate meetings actively, offering input and feedback on student/campus issues
- C. Shall serve on at least 1 (one) Student Senate committee.
- D. Shall sit on participatory governance committees if needed.

Section 4: Responsibilities of Satellite Campus Site Councils

A. Vice President

1. Shall Chair the Satellite Campus' Site Council meetings.
2. Serve as the official representative/spokesperson for the Site Council.
3. Shall be responsible for Participatory Governance Committee assignments at their designated campus.
4. Shall meet with campus faculty, staff and administration as needed.
5. Shall vote only in case of a tie or to affect the outcome
6. Additional duties as outlined in the Satellite Campus Bylaws or as assigned by the satellite Site Council or ASSC Student Senate.

B. Site Council Senators.

1. Shall take an active role in planning programs and events at the Satellite campus and assist with any Associated Students' sponsored events that pertain to all campuses.
2. Shall have an active voice with student/campus issues before the Site Council.

3. Additional duties as outlined in the Satellite Campus Bylaws or as assigned by the satellite Site Council or ASSC Student Senate.

Section 5: Participatory Governance

The Student Senate shall adopt policies and procedures to ensure effective and equitable student representation on the college's participatory governance committees, as authorized by Cal. Code Regs Tit. 5 section 51023.7 [9+1 Rights]. Until such policies and procedures are adopted:

- A. The President, or their designee, shall serve on the Strategic Council, PARAC, and the Foundation Board.
- B. All other appointments to participatory governance committees shall be made by majority vote of the Senate.

Section 6: Other Student Senate Responsibilities

The Student Senate line of ascension 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 election or appointment). If the President/Student Trustee position becomes vacant, a special election will be held within 30 days to fill the position (Board Policy 2105.) Vacancies in all other positions may be filled by a majority vote of the Student Senate.

Article II: Student Senate Committees

Section 1: Standing Committees

- A. The standing committees of ASSC are the Executive Committee, Finance Committee, Governance Committee, and Election Committee. Each academic year the Student Senate may develop additional standing or ad-hoc committees aligned with their stated goals.
- B. Appointments to all committees are made by the President, with the approval of the Student Senate. All members of the student body are eligible for appointment, but only members of the Student Senate may be appointed to Chair a standing committee.
- C. Every member of the Student Senate is required to participate in at least one Student Senate Committee.
- D. Each committee shall have at least 1 (one) Student Senate member.
- E. Committees are to report back to the Student Senate.
- F. ASSC Standing Committees agendas must be posted at least 48 hours prior to the meeting.

Article III: Ethics

See ASSC Policy & Procedures.

Article IV: Student Senate Meetings

Section 1: Student Senate Meetings

- A. Meetings will be held regularly during the Academic Year on Thursday's from 2:00 pm-4:00 pm.
- B. Special meetings may be called by the President, or upon petition by a majority of the members.
- C. The quorum for all meetings shall be a majority of the Student Senate members then in office.

Section 2: Regular Student Senate Agendas

- A. The weekly Agenda is to be developed on Monday morning by the President, in consultation with the Faculty Advisor.
- B. The Agenda Item Request Form and Funding Request Form must be received by Friday at 10am to be considered for the upcoming Student Senate meeting.
 - 1. The Director of Communications shall be responsible for distributing the agenda to members of the Student Senate via BoardDocs, email, or other methods approved by the Senate.
 - 2. A student may request an agenda be sent to them via e-mail by contacting the Director of Communications.
- 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 Monday.
- D. Special guests at Student Senate meetings are scheduled through the Student Senate President.
- E. The Student Senate may remove agenda items at their discretion. However, they may not add any items to their agenda after the 2:00 pm Monday posting deadline, unless the criteria set forth in the Brown Act for considering urgent or emergency action is established.
- F. In order to clarify the flow of information and business before them, the Student Senate follows the following agenda policies:
 - 1. Information >>>>>>>>>> Action
 - 2. Officer report (announcement) >> Information >> Action
 - 3. Special guest (announcement) >> Information >> Action
 - 4. Audience (announcement) >>>> Information >> Action
 - 5. New business will ordinarily be placed on the agenda as Information Items for a ‘first reading.’ No action shall be taken until a ‘second reading’ at the next regular or special meeting. Exception: The Senate may waive first reading and either 1) refer the item to a committee or task force for further study; 2) take Immediate Action by a 2/3 vote.
 - 6. If the President vetoes any Student Senate legislation; the President shall present it 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. The President may only vote to make or break a tie, thus affecting the outcome.

- B. Proxy votes are not permitted.
- C. Except as provided in subdivision (G), all items listed under Action shall be voted on via a roll call vote.
- D. Majority Vote: an affirmative vote of a majority of the Senators present.
- E. Two-Thirds Vote: an affirmative vote of 2/3 (two-thirds) of those present.
 - 1. A 2/3 (two-thirds) vote is required 1) to overturn a veto; 2) to remove an individual from office; 3) to approve funding amounts in excess of \$10,000; 4) to amend or revise the Bylaws or Constitution; 5) where otherwise required by law, the ASSC Constitution, or these Bylaws.
 - 2. Exception: Where Robert's Rules of Order requires a procedural motion to be adopted by a 2/3 vote, such as motions to limit or close debate, a 2/3 vote is defined as those present AND voting.
- F. Consensus "Thumbs" Vote: may be used when taking a straw poll only or to determine if unanimous consent is present. Numbers 1 & 2; constitute "yes votes".
 - 1. Thumbs Up: idea is supported.
 - 2. Thumbs Sideways: you can live with the idea.
 - 3. Thumbs Down: idea is not supported.

Section 4: Absences and Tardies

- A. The Student Senate may remove from office any Officer or Senator with two [2] or more unexcused absences, tardies, or early departures during a semester or four [4] such occurrences during the academic year.
- B. Teleconferencing is not permitted except for urgent or emergency circumstances authorized by the Brown Act or other applicable law.

Article V: Student Senate Finances

See ASSC Policy and Procedures "Financial Code".

Article VI: Programs & Events

Section 1: Program Budget/Allocation

All program budgets submitted for approval by the Student Senate must include a detailed budget outline.

Section 2: Sponsored Projects

- A. The Student Senate is permitted to finance projects that will benefit the Sierra College student body.
- B. The proposed expenditures must be consistent with all Business Services rules and procedures.
- C. For any project estimated to cost \$35,000 or more, the nature of the project, as well as the source, terms, and conditions of the financing must be reviewed and approved by one or more of the following:
 - 1. The Business Services Office
 - 2. The Dean of Student Services
 - 3. The Associated Students' Advisor

- D. If such approval is not obtained, the Student Senate may appeal the matter to the Board of Trustees.

Section 3: Sponsored Programs

- A. A sponsorship is defined as money the Student Senate gives directly to or spends on behalf of a Sierra College department, program, committee, or club for events or activities that increase the quality of campus life and learning.
- B. The Student Senate shall adopt policies and procedures to establish the terms, conditions, and procedures for awarding sponsorships.

Article VII: The Inter Club Council

Section 1: Purpose

The Inter Club Council (ICC) serves to represent the needs and interests of all campus clubs, to promote interaction and collaboration among, them, and to report to the Student Senate any matters or concerns raised by a club or its members.

Section 2: Clubs

Except for preliminary activities necessary to organize a new club, all campus clubs must be officially recognized and chartered by the Student Senate before they may utilize campus or ASSC resources. All clubs shall comply with the guidelines and policies set forth in:

- A. District Board Policies and District Administrative Procedures
- B. The California Education Code
- C. The Associated Students' Constitution
- D. The Student Senate Bylaws
- E. Applicable Student Senate Policies and Procedures [The Club Handbook (current edition)]

Section 3: 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.
- B. 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.
- C. Each Club will appoint 1 (one) ICC Representative to represent their respective club.
- D. Each ICC Representative may represent only 1 (one) club at an Inter Club Council Meeting.
- E. Teleconferencing is not permitted except for urgent or emergency circumstances authorized by the Brown Act or other applicable law.

Article VIII: Elections

Section 1: Voter Qualification

- A. All students enrolled at Sierra College are entitled to vote in all Associated Students'

elections.

- B. The Student Senate shall adopt Policies and Procedures to govern elections procedures, elections oversight, candidate eligibility and qualifications, campaign rules, and a process for adjudicating election protests. All such policies and procedures must be consistent with applicable provisions of the ASSC Constitution, Sierra College Administrative Procedure 5410, Sierra College Board Policy 2105, and the laws and regulations incorporated therein.

Section 2: Election Committee

- A. All Associated Students' elections, recalls, and referenda will be overseen by the Election Committee.
- B. The Election Committee is comprised of:
 - 1. Associated Students' President (committee chair)
 - 2. Three Student Senate Members, appointed by the Student Senate.
 - 3. Three students at large appointed by the President with Senate approval, not members of the Student Senate nor the club coordinating the election.
 - 4. Members running for office or endorsing candidates are not eligible for appointment to the committee.

Section 3: Elections

- A. The Student Senate shall determine the dates, location(s), and times for all elections, recalls, or referenda.
- 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 from 10 a.m. to 5:30 p.m. (subject to staffing availability).
- E. Absentee ballots will be available four (4) school days before the election in the Campus Life Office for students who are unable to vote during the election days. Absentee ballots are due in the Campus Life Office by 5:00pm the last day of the election.

Section 4: Election Eligibility and Qualifications

- A. All candidates must meet the qualifications set forth in the Associated Students' Constitution and Bylaws at the time they submit their application.
- B. No student may concurrently run for more than one Student Senate office.
- C. The term limits for members of the Student Senate are:
 - 1. The President and Executive Vice President shall be limited to two consecutive semesters each.
 - 2. All other Executive positions shall be limited to four consecutive semesters each.
 - 3. A student may not serve more than eight semesters as a member of the Student Senate.
- D. Voter Turnout:
 - 1. The candidate(s) receiving the highest number of votes [plurality] shall be elected. In case of a tie, the incumbent Board of Directors may choose either to elect one of the tied candidates by majority vote or may choose to resolve the tie by a drawing of lots.
 - 2. Where candidate(s) for office are running unopposed, the ballot shall include an

- option for members to vote 'no' to reject the candidate.
3. Candidates running unopposed for an Executive Office must receive a majority vote to be elected.
 4. Candidates running unopposed for a Senator position must receive at least 20% of the vote to be elected.
 5. Successful write-in candidates are subject to confirmation of eligibility.

Article IX: Removal from the Student Senate

Section 1: Removal from Office

- A. Student Senate members failing to complete their position responsibilities, or violating the Student Senate Bylaws, Associated Students' Constitution and/or college policies may be removed after an investigation or hearing and a 2/3 vote of the Student Senate.
- B. The Student Senate shall adopt procedures for conducting disciplinary investigations or hearings. The charged member shall be given a minimum of 15-days prior written notice of the proposed action with the reasons therefor and an opportunity to present a defense, orally or in writing.

Article X: Amendments to the Bylaws

Amendments to these Bylaws must be approved by a 2/3 vote of the Student Senate.

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