**STUDENT SENATE OFFICERS**

All Officers Must Be Enrolled In the Student Senate Leadership Certificate Courses for the Fall and Spring Semester.

All officers will serve the entire academic year they were elected to serve.

All positions require officers to have/maintain a cumulative GPA of 2.0. Student Trustee must have a 2.5

Click a Position Listed Below to View Description

- President
- Vice President
- Student Trustee
- Student Ambassador
- Commissioner of Activities
- Commissioner of Clubs
- Commissioner of Finance
- Commissioner of Publicity
- Commissioner of Records
President of the Student Senate shall:

1. Attend and Chair all Student Senate Executive Board meetings.
2. Coordinate between administration, faculty, student body, and the community.
3. Countersign Student Senate requests for payment when the Commissioner of Finance is unavailable.
4. Fill all elected and appointed office vacancies on the Executive Board within two (2) weeks after vacancy occurs, with the confirmation of the Committee on Membership.
5. The Student Senate President must coordinate and host a meeting with the officers at least once a month.
6. Must have been enrolled in at least one (1) semester in the Leadership Certificate courses or have the knowledge in parliamentary procedures according to Robert’s Rules of Order and have demonstrated effective leadership skills equivalent to a position on a Student Executive Board, leadership in clubs, or experiences through high school government.
7. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
8. Does not receive a vote in the Student Senate Executive Board meetings, unless voting to break a tie.
9. Serve one (1) full year, Fall and Spring Semesters.
10. Be elected during the Spring Election.
11. Be granted a stipend of two-hundred dollars ($200) per semester upon completion of all responsibilities and duties.

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Vice President of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.
2. Preside over Student Senate Executive Board meeting in the absence of the Student Senate President.
3. Chair the Membership Committee and Student Senate Elections Committee.
4. Chair the Student Senate Senators and swear all senators into office and oversee all verbal and written senator reports.
5. Must have been enrolled in at least one (1) semester in the Leadership Certificate courses or have the knowledge in parliamentary procedures according to Robert’s Rules of Order and have demonstrated effective leadership skills equivalent to a position on a Student Executive Board, leadership in clubs, or experiences through high school government.
6. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
7. Serve one (1) full year, Fall and Spring semester.
8. Be elected during the regular Spring election.
9. Be granted a stipend of one hundred dollars ($100) per semester upon completion of all responsibilities and duties.

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Student Trustee of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.

2. Serve as a liaison between the Student Senate and the College of the Sequoias Board of Trustees.

3. Follow the Student Trustee Handbook and inform the Student Senate of any areas, as needed, pertaining to the education code and follow all phases of the Student Senate Constitution and Bylaws.

4. Be required to give a bi-monthly report to the Student Senate Executive Board regarding matters of the College of the Sequoias Board of Trustees pertaining to the Student Senate.

5. Be required to attend all Board of Trustees meetings.

6. Have the right to bring to the attention of the Board of Trustees, as an agenda item, any matter affecting student policies and decisions made by the Student Senate in both oral and written manner.

7. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.

8. Must maintain a 2.5 gpa and be enrolled in and complete a minimum of nine (9) units.

9. Serve (1) full year, Fall and Spring semesters.

10. Receive a stipend paid by the District.

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Student Senate Ambassador shall:

1. Attend all Student Senate Executive Board meetings.
2. Serve as Student Senate Representative in Region V and Represent the voice of COS students in local and state wide issues.
3. Chair the March-in-March/Lobby Day held in March of each year.
4. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
5. Serve one (1) full year, Fall and Spring semesters.
6. Be elected during the regular Spring election.
7. Receive a stipend of fifty dollars ($50) per semester upon completion of all responsibilities and duties.

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**Commissioner Positions**

**Commissioner of Activities of the Student Senate shall:**

1. Attend all Student Senate Executive Board meetings.
2. Be responsible for planning, overseeing, and/or organizing all Student Senate sponsored activities.
3. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
4. Serve one (1) full year, Fall and Spring semesters.
5. Be elected during the regular Spring election.
6. Be granted a stipend of one hundred dollars ($100) per semester upon completion of all responsibilities and duties.

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Commissioner of Clubs of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.
2. Set the date, time, place, and chair all Inter-Club Council (ICC) meetings. Meetings shall be held a minimum of twice per month during regular business hours.
4. Encourage non-active and new clubs to organize on campus.
5. Act as a liaison between all clubs and the Student Senate Executive Board.
6. Provide clubs with the needed information about upcoming events and encourage club participation.
7. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
8. Serve one (1) full year, Fall and Spring semesters.
9. Be elected during the Spring election.
10. Be granted a stipend of fifty dollars ($50) per semester upon completion of all responsibilities and duties.

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Commissioner of Finance of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.
2. Be responsible for the accounts of the Student Senate funds.
3. Be responsible for all budget expenditures, including the signing of all check requests for the Student Senate and Co-Curricular for payment.
4. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
5. Serve one (1) full year, Fall and Spring semesters.
6. Be elected during the regular Spring election.
7. Be granted a stipend of fifty dollars ($50) per semester upon completion of all responsibilities and duties.

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Commissioner of Publicity of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.
2. Be responsible for organizing all publicity for the Student Executive Board activities.
3. Be responsible for inventory of the Student Senate publicity supplies and equipment.
4. Work with the college newspaper “The Campus” staff regarding publicity and news releases. Also, connect with the COS Local Media Public Information Officer for public service announcements to promote activities.
5. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
6. Serve one (1) full year, Fall and Spring semesters.
7. Be elected during the regular Spring Election.
8. Be granted a stipend of fifty dollars ($50) per semester upon completion of all responsibilities and duties.

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Commissioner of Records of the Student Senate shall:

1. Attend all Student Senate Executive Board meetings.
2. Record the minutes at all Student Senate Executive Board meetings.
3. Provide the Student Senate Advisor with a copy of all minutes before the next Student Senate Executive Board meeting, to be filed and posted on the web site.
4. Maintain all correspondence relating to the Student Senate Executive Board.
5. Take roll at the beginning of each Student Senate Executive Board meeting.
6. Serve as a Student Senate Representative on committees to ensure shared governance and participating governance.
7. Serve one (1) full year, Fall and Spring semesters.
8. Be elected during the regular Spring election.
9. Be granted a stipend of fifty dollars ($50) per semester upon completion of all responsibilities and duties.

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