

College of the Sequoias

Student Senate



Bylaws

College of the Sequoias Student Senate Bylaws

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College of the Sequoias Student Senate Bylaws

ARTICLE I

Preamble

We, the students of the College of the Sequoias, in order to provide a better learning environment for all students will provide, a legislative body, social activities, co-curricular programs, and shared primary responsibility in all areas of collegial government, hereby establish this constitution as provided for by the State Legislature through the California Education Code and Title V of California's State Code, and as approved by the College of the Sequoias Board of Trustees.

ARTICLE II

Title of Organization

SECTION A. TITLE

This organization shall be known as the College of the Sequoias Student Senate.

SECTION B. ABBREVIATION

COSSS shall be the legal abbreviation of said organization.

SECTION C. RIGHTS TO TITLE

This organization shall be the only authorized entity to utilize the above designations. The College of the Sequoias Student Senate may be referred to as the Student Senate within this document.

SECTION D. ORGANIZATION COLORS, SYMBOL, AND MASCOT

The colors of this organization shall be blue and orange with the blue dominating. The symbol of this organization shall be the Sequoia Tree and the Mascot shall be known as the "GIANT".

ARTICLE III

Membership, Attendance, Courses, and Privileges

SECTION A. MEMBERSHIP

Any student officially enrolled in the College of the Sequoias, and has paid current Activity Benefits Fee, shall be a member of the Student Body governed by the Student Senate for the current semester.

SECTION B. MEETING ATTENDANCE

Any member of the student body currently enrolled in the College of the Sequoias has the right to attend any Student Senate Executive Board meeting, unless the Student Senate President calls for a closed meeting.

SECTION C. COURSES

A student must be enrolled in the mandatory Leadership Certificate Courses in order to take an active role in Student Governance and serve as officer in Student Senate. Students must enroll and complete Student Leadership Certificate Courses in order to obtain the Leadership Certificate.

A student taking an active role in Student Senate must be in good standing with the college. A student cannot serve in a leadership role if they have any disciplinary action against them at COS. If the disciplinary action has been resolved and removed from the student's record, the individual case will be reviewed for student leadership opportunities.

A student must be enrolled in a minimum of nine (9) units and maintain at least a 2.0 GPA or better. For the position of Student Trustee they are required to maintain a 2.5 GPA or better.

SECTION D. PRIVILEGES

Members of the Student Senate shall be granted the following privileges: the right to seek and hold office and appointment from the Student Senate Executive Board Membership Committee to serve on Participatory Governance Committees and Task Forces.

ARTICLE IV

Student Senate Officers

SECTION A. TITLE

The College of the Sequoias Student Senate Executive Board may be referred to as the Executive Board within this document.

SECTION B. LIST OF OFFICERS

The Student Senate shall consist of elected and/or appointed officers: Student Senate President, Vice President, Student Trustee, Student Body Ambassador, Commission of Activities, Commissioner of Clubs, Commissioner of Finance, Commissioner of Publicity and Art, and Commissioner of Records.

SECTION C. APPOINTED OFFICERS

The Appointed Officers of the Student SENATE shall be the following: one (1) Hanford Campus Representative, one (1) Tulare Campus Representative, and Student Senators [one (1) senator representing each College of the Sequoias Academic Division].

SECTION D. APPOINTMENTS TO VACANT POSITIONS

Only those individuals approved by the membership committee to fill a vacant elected position as provided for in this document shall be considered appointed officers within the first two (2) weeks of the semester.

Determination of Vacancy. The existence of whether an officer's position is vacant shall be made as follows:

1. Absences, Tardies, Election and Failure: The existence of a vacancy if based on unexcused absences, unexcused tardies, the failure to elect a candidate, or recall, shall be determined

by a unanimous vote of the remaining elected members of the Student Senate Executive Board.

2. **Illegal Conduct:** The existence of a vacancy based upon illegal conduct shall be determined by the unanimous vote of the remaining members of the Student Senate Executive Board and requires the concurrence of the Student Senate Advisor.
3. **Ineligibility:** The existence of a vacancy based upon ineligibility shall be determined solely by the Student Senate Advisor.

SECTION E. VOTING

All officers of the Student Senate, in both elected and appointed positions, shall have only one (1) vote per person on the Executive Board. In the event a Student Senate Executive Board member serves as a Student Senator, due to low class enrollment, they are entitled to one (1) vote per represented position.

SECTION F. RESPONSIBILITIES

The Student Senate Executive Board shall be responsible for conducting the day-to-day business of the Student Senate.

SECTION G. DISTRIBUTION OF POWERS

All legislative, financial, judicial, and executive powers of the Student Senate shall be vested in the Executive Board, with the guidance of the Board's Advisor.

SECTION H. LIMITATIONS OF POWERS

The Student Senate, and each part thereof, shall have an Advisor appointed by the College.

SECTION I. REPRESENTATION

The Student Senate shall be the sole representative unit of the students enrolled at College of the Sequoias to all on and off campus entities. The Student Senate shall exist to conduct participatory governance, offer activities, and promote cooperation between, students, faculty, staff, and the community.

SECTION J. SHARED GOVERNANCE

Through the Student Senate, the Student Association participates in the College of the Sequoias shared governance process to formulate policy and procedures that have or will have a significant effect on students. The Student Senate also serves as the means through which students may be nominated to participate on College and/or District committees, task forces, or other governance groups. The Student Senate is also charged with the responsibility to recommend expenditures of the College's Student Representation fees for authorized activities. The Student Senate is the only entity empowered to take positions on legislative issues within its purview under College of the Sequoias Policies and Regulations.

SECTION K. COMMUNICATION

The Student Senate further provides a conduit of information for communicating with the student constituency, for securing the input and views of their constituency, and for representing all views of their constituency. The members of the Student Senate have a responsibility to report back to their constituencies.

SECTION L. ACTIVITIES

Through the Inter-Club Council, the Student Senate promotes the intellectual and social life of students at the college through authorized club activities and promotes the intellectual, artistic, cultural, and social life of students by programming college-wide events.

ARTICLE V

Student Senate Executive Board

SECTION A. LIST OF OFFICERS

The elected officers of the this organization shall consist of the Student Senate President, Vice President, Student Trustee, Student Body Ambassador, Commissioner of Activities, Commissioner of Clubs, Commissioner of Finance, Commissioner of Publicity and Art, and Commissioner of Records. These nine (9) officers are hereby named the Student Senate Executive Board.

SECTION B. NEW OFFICERS

No other positions on the Executive Board shall be created without an amendment to Student Senate Constitution.

SECTION C. JOBS AND RESPONSIBILITIES

A list of jobs and responsibilities for all elected officers shall be kept in the Bylaws of the Executive Board, and may only be changed or revised with a two-thirds (2/3) vote of the Student Senate Executive Board.

SECTION D. VACANT POSITIONS

If any elected position is not filled in a general election, or if it is left vacated by resignation or dismissal of the office holder, then it will be deemed an appointed position and shall be filled by the Membership Committee within two (2) weeks.

SECTION E. TERM OF ELECTED OFFICE

The term of office for the Student Senate Executive Board shall be one academic year, unless replaced, terminated from their position, or in the case of resignation. Terms shall begin on July first (1st) and end on June thirtieth (30th) of the academic year for which the election was held.

SECTION F. TERM OF VACANT OFFICE

In this case, the term of office will begin immediately after the appointment by the Membership Committee and shall end on June thirtieth (30th) of the current term.

SECTION G. TERM LIMITS

At no time may the same individual hold the same elected office for more than one (1) term, nor shall any individual be allowed to hold an elected office for more than two (2) terms. The only exception would be if a student was never elected into the position and they served as an appointed officer, they may be elected and serve in that elected office for one term.

SECTION H. VACANT PRESIDENT OFFICE

If the office of the Student Senate President becomes vacant, the Vice President shall assume the office of the President, and a Vice President will be appointed by the Membership Committee.

SECTION I. APPOINTMENTS

Appointments for all Executive Board positions shall be made by the Membership Committee.

ARTICLE VI

Legislative Powers of the Student Senate Executive Board

The Student Senate Executive Board shall have the legislative authority in all matters related to the Student Senate. These powers shall include, but not be limited to:

SECTION A. STUDENT SENATE POWERS

1. The power to create and act upon motions, proposals, resolutions, and ordinances.
2. The power to set and collect membership fees.
3. The power to sponsor, plan, and/or implement activities on behalf of the Student Senate.
4. The power to determine the annual budget for the coming year. The budget shall be established no later than the fourth week of the Fall semester
5. The power to authorize expenditures as specified in the Financial Code and to develop new sources of income.
6. The power to make policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Executive Board.
7. The power to take a position on pending local, state, and federal legislation on behalf of the students enrolled at College of the Sequoias.

SECTION B. LIMITATIONS

The following limitations of the legislative power shall apply to the Student Senate Executive Board:

1. No proxy voting shall be permitted.
2. The Student Senate is created with the approval of, and is subject to the control and regulation of, the College of Sequoias Board of Trustees and the California Education Code. The Executive Board shall not violate any rules or regulations of these entities/documents or any other laws of the State of California and/or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.

ARTICLE VII

General Power, Responsibilities, and Duties of All Elected and Appointed Student Senate Executive Board Officers

SECTION A. POWER, RESPONSIBILITIES, AND DUTIES

All members of the Student Senate Executive Board shall assume the duties of the office he/she was elected or appointed to as defined in the Student Senate Bylaws. In addition, each officer shall:

1. Attend all regularly scheduled Student Senate Executive Board meetings and shall attend all other meetings required by the position.
2. Make an honest attempt to make all other meeting/activities at which his/her presence/participation is requested.
3. Take on individual commitments for projects, activities, special events, committees, and/or other work necessary to fulfill the goals and objectives set by the Student Senate Executive Board for the current year.
4. Do a Board Report at least once a month at the Student Senate Executive Board meeting.
5. A student must be enrolled in the mandatory Leadership Certificate Courses in order to take an active role in Student Governance and serve as officer in Student Senate

SECTION B STUDENT SENATE PRESIDENT RESPONSIBILITIES

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.

SECTION C STUDENT SENATE VICE PRESIDENT RESPONSIBILITIES

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.

SECTION D 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.

SECTION E 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.

SECTION F 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.

SECTION G 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.
3. Represent views and opinions of the Inter-Club Council.
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.

SECTION H 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.

SECTION I 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.

SECTION J 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.

ARTICLE VIII

Student Senate Standing Committee

SECTION A. MEMBERSHIP COMMITTEE

The Membership Committee shall be comprised of the Student Senate President, Vice President, Commissioner of Activities, Student Trustee, and Advisor. The Membership Committee shall:

1. Have the Student Senate Vice President serve as chair.
2. Make appointments to all vacant Executive Board officer positions.
3. Appoint representatives to all special campus committees.
4. Appoint all senators to all Student Senate Divisions.

ARTICLE IX

Student Senate Special Committees

Campus-Wide Committees Short-Term Assignment

SECTION A. COMMITTEE STUDENT REPRESENTATIVE RESPONSIBILITIES

Students will have an opportunity to serve on college-wide participatory committees.

1. Students will be appointed to represent Student Senate on a District committee to insure participatory governance representing COS students.
2. Committee Student Representatives are required to attend all committee meetings. If a Student Representative is unable to attend a committee meeting it is their responsibility to notify the Student Senate Advisor, so a substitute representative may be appointed.
3. The Committee Student Representative will be a liaison between the committee and the Student Senate and will report information obtained in committee meetings.
4. The Student Senate may create any subcommittees necessary for the temporary (ad hoc) or continuing (standing) tasks to assist the proper functioning of the organization.

SECTION B. DURATION OF ASSIGNMENT

Any committee which is not a Standing Committee will automatically expire as soon as its purpose for which it was created is accomplished.

ARTICLE X

Student Senate Division Senators

SECTION A. SENATORS

The offices of Student Division Senate shall be comprised of Student Senators. There shall be one Student Senator for each College of the Sequoias Division.

SECTION B. APPOINTMENT

1. Senators will be appointed by the Committee on Membership.
2. Appointed will be with the first two (2) weeks of each semester.

SECTION C. ELIGIBILITY TO SERVE

A student must be enrolled in the mandatory Leadership Certificate Courses in order to take an active role in Student Governance and serve as a Student Senate Division Senator.

SECTION D. TERM

The term of office for a senator is for one semester commencing upon appointment and ending on the last day of the semester.

SECTION E. DUTIES

1. Attend all Student Senate Executive Board meetings.
2. Be the liaison between the Student Senate Executive Board and Divisions.
2. Express the view and opinions of their respective Divisions to the Student Executive Board.
3. Assist the Executive Board in activities involving academic and/or social affairs.
4. Meet with Division Chairperson on a monthly basis at a set time or as arranged.
5. Attempt to involve their respective Division in any Student Executive/Student Government activity.
6. Turn in a written report to the Student Senate Vice President and give an oral report at the Student Executive Board meeting concerning the activities of their respective divisions each month.
7. Hold meetings as deemed necessary by the Senate Chair/Student Senate Vice President.
8. Take an oath of office, upon being appointed, and also sign a contract stating the oath.
9. Express the views and opinions of the students in their respective Divisions.

SECTION F. VOTING

1. Have one (1) vote as a member of the Student Senate.
2. Have one (1) vote in Student Senate Executive Board Meetings. This right is waived when a Senator brings forth a topic of discussion concerning their respective division.

SECTION G HANFORD AND TULARE CAMPUS REPRESENTATIVE(S) OF THE STUDENT SENATE SHALL:

1. Attend all Student Senate Executive Board meetings.
2. Be appointed by the Committee on Membership.
3. Have one vote within Student Senate.
4. Be the student liaison between District campuses.
5. Represent the opinions, concerns, and views of the Student Body at their assigned campus to the Student Senate.

ARTICLE XI

Student Senate Elections

SECTION A. GENERAL ELECTION

The General Election shall be held in the Spring semester no later than the third week of May for the purpose of electing the officers for the following term of office.

SECTION B. OATH OF OFFICE

The Student Senate Advisor shall issue the oath of office to all newly elected Executive Board officers prior to taking office. The Student Senate Vice President shall issue the oath of office to all newly appointed Student Senate Division Senators prior to taking office.

SECTION C. CONSTITUTION REVISIONS

Any revisions to this constitution will take place during the regularly scheduled General Election held in May of the Spring semester.

ARTICLE XII

Student Senate Removal From Office

SECTION A. EXCLUSIVE METHOD

The exclusive method for the removal of an elected or appointed officer is by recall for illegal or unethical conduct, as determined by the Dean of Student Services.

SECTION B. RECALL PETITION

To recall a Student Senate officer, students from the general student population must submit a petition to the Student Activities and Affairs office with signatures of two-thirds (2/3) of the same number of voters who voted in the last election. Those signatures shall be verified by college officials and only signatures of those students currently enrolled shall count towards the required number of signatures.

SECTION C. RECALL ELECTION

A recall election shall be set within fourteen (14) working days after the requirements to enact the recall have been fulfilled. A vote of two-thirds (2/3) of the students who vote in the recall election is required to remove an officer from office.

SECTION D. VOTE OF NO CONFIDENCE

Any Student Senate officer or member who misrepresents the Student Senate as a whole, either verbally, written, or by behavior, shall be given warning and action may be taken. The process of a Vote of No Confidence shall include the following steps: one (1) verbal warning; followed by one (1) written warning; and finally a two-thirds (2/3) Vote of No Confidence by the Student Senate Executive Board. The verbal and written warnings shall come from the Student Senate Executive Board and the Advisor. The written warning will not be given sooner than fourteen (14) school days following the verbal warning and the Vote of No Confidence shall take place no sooner than fourteen (14) school days following the written warning. If at any time an officer or member again misrepresents the Student Senate, the warning process does not start over, it will automatically proceed to the next step in the warning process. If the Vote of No Confidence is passed, the officer will be removed from their elected/appointed position. Once the process has been completed and a final decision has been made, there is no appeal process.

SECTION E. ACADEMIC PERFORMANCE

If an appointed or elected Student Senate officer has not maintained a 2.0 grade point average and enrolled in a minimum of nine (9) units per semester they will be removed from their position. The Student Trustee position must maintain a 2.5 grade point average.

ARTICLE XIII

Student Senate Meetings

SECTION A. QUORUM

A quorum to conduct business of the Student Senate shall consist of two-thirds (2/3) of the currently elected or appointed members of the Executive Board.

SECTION B. MEETING SCHEDULE

The regular meeting of the Student Senate Executive Board will be held a minimum of two (2) times per month.

SECTION C. BROWN ACT

All meetings of the Student Senate shall be conducted in accordance with the Ralph M. Brown Act. All agendas shall be published in accordance with the Brown Act. The Student Activities and Affairs office shall be responsible for posting the agenda on campus and the web page. All minutes of meetings shall be made available by the next meeting. Special or emergency meetings may be called as provided for in the Brown Act.

ARTICLE XIV

Amendments to the Student Senate Constitution

SECTION A. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may only be made during the General Election held in the Spring semester.

SECTION B. AMENDMENT ON THE BALLOT

The Student Senate Executive Board may place an amendment on the ballot with a two-thirds (2/3) vote of the members of the Executive Board and voting members.

SECTION C. PROPOSITIONS

Executive Board members may bring forward measure of propositions to be placed on the ballot during a General Election, following the same procedures as for amendments.

SECTION D. AMENDMENTS BROUGHT FORTH BY STUDENTS

Any enrolled College of the Sequoias student may bring forth/present an amendment for consideration by the Student Senate Executive Board, during Public Forum at a regularly scheduled Executive Board meeting.

ARTICLE XV

Parliamentary Authority/Rules

SECTION A. GOVERNING AUTHORITY

In cases not provided for in this document, the governing authority for the determination of all procedural matters shall be Robert's Rules of Order, Newly Revised Edition.

SECTION B. MOTIONS

No motion, either oral or written, shall be adopted until the same shall be seconded and distinctly stated to the Executive Board by the presiding officer. The minutes shall identify the maker and second of each motion.

ARTICLE XVI

Legal Conflicts

SECTION A. DEEMED ILLEGAL PORTIONS

Should any portion of this document be found illegal, the remainder of this document shall remain in effect, until otherwise changed by amendment.

SECTION B. DEEMED LAW, REGULATION, OR CODE CONFLICT

Should any local, state, or federal law, regulation, or code be found to be in conflict with this document, then the portion in this document which is in question shall be considered to be null and void; however, the remainder of the document will remain in full force. The law, regulation, or code from the highest-ranking authority shall take precedence over all others and will be obeyed by the Student Senate.

ARTICLE XVII

Student Senate Bylaws Amendments

SECTION A. ENACTMENT OF BYLAWS

The Student Senate Executive Board shall enact Bylaws which govern the day-to-day operation of the Student Senate.

SECTION B. AMENDMENT TO BYLAWS

Bylaws may be adopted or amended by a two-thirds (2/3) vote of the Student Senate Executive Board.

1. Amendments must be submitted at a Student Senate Executive Board meeting for discussion; at the next meeting the amendment request will be put as an information item on the Student Senate Executive Board agenda and at the following Student Senate Executive Board meeting it will be put on the agenda as an action item.
2. The By-Laws may be amended by a two-thirds (2/3) vote of the Student Senate Executive Board and voting members
2. All proposed amendments shall be made public by posting at least ten (10) school days before vote.

ARTICLE XVIII

Student Senate Enabling / Ratifications

SECTION A. ENABLING

The constitution becomes effective upon adoption by a majority vote of the College of the Sequoias student body in a generally scheduled election.

SECTION B. REVISIONS OF CONSTITUTION

Upon ratification of the constitution, all prior constitutions and bylaws of the Student Senate are null and void and of no force or effect.

SECTION C. REVISED AND ADOPTED

Constitution

Revised/Adopted: November 2011

Revised: August 2013

Bylaws

Revised/Adopted: November 2011

Revised: September 2013

ARTICLE XIX

Student Senate and Club Finances

SECTION A. FINANCIAL PROCEDURES:

1. At the beginning of August each year, the Student Senate Executive Board shall draft a proposed budget to be approved by the Student Senate no later than September 1st.

Once the budget is approved, a copy will be submitted to the College of the Sequoias Accounts Payable Office no later than of September 1st.

2. Approval of budget sets the maximum amount that may be expended. Only by special review and approval of the Student Senate Executive Board can this amount be raised. Unexpended Budget balances revert at the end of the term to the general fund of the Association. Authority for the allocation of the student funds rests with the Student Senate Executive Board which may, at its discretion, reduce or deny budget requests.

SECTION B. REQUESTING A CASH BOX FOR CLUB EVENTS:

1. Clubs needing a cash box from Accounts Receivable/Cashiers Office must complete a request form at least two (2) days prior to the activity.
2. In an effort to comply with good audit procedures and to help the Accounts Receivable Office process Student Body and Co-Curricular accounts in the most

expedient and efficient way possible, the following procedures will be in effect at all times.

3. Any club or organization, which handles money throughout the year, IS REQUIRED TO DEPOSIT THEIR FUNDS IN THE ACCOUNTS RECEIVABLE OFFICE. Your group will then be provided with a student body account. This free college service provides you with excellent means of accountability. As funds are requested, you will need to request a student body check request form. Check request forms are available in the Student Activities and Affairs Office or online in the forms tab.

SECTION C. CHECK REQUESTS

1. All Student Body Check Requests will be turned in to the Accounts Receivable Office. This must be done NO LATER THAN MONDAY of each week by 4:30 pm. Checks will be ready after 2:00 pm on Tuesday.

To protect College of the Sequoias, and you, the Check Request will need three signatures: The club advisor, club treasurer, and an administrator.

2. In order to aid the record keeping process you are required to have the following information completed on each request:
 - a. List the account number and name of club.
 - b. Place a check mark in the appropriate account category.
 - c. If you wish the check mailed, list the complete address.
 - d. List the purchase order number that was issued if you are paying an invoice.
 - e. Sign each request on the "Approved by Advisor" line.
 - f. You must have a student Officer's signature also before submitting the request.
 - g. Submit the completed check request to the Accounts Receivable Office for payment.
2. If a club is inactive for two (2) years, all club funds will be transferred into a holding account for inactive clubs. If the club is still inactive for a third (3rd) year, the money will be transferred into the general Student Senate budget.

SECTION D. EXPENDITURES FROM TRUST ACCOUNTS

1. Expenditures from Trust and Club accounts should be consistent with the purpose to which the funds are held in trust. This is interpreted to mean the expenditure of funds would support, enhance, and/or further the activity consistent with the conditions (if any) stipulated by the provider of the revenues. If any moneys are collected for a field trip, athletic team, or a student club, they should be expended to benefit the activity for which the moneys were collected. There must be a clear relationship between the expenditure and the purpose of funds.
2. Authorized signatures for trust accounts
 - a. Clubs/Co-Curricular: Advisor and Club Officer

- b. Athletics: Coach and Athletic Director
- c. Student Senate: Student Activities and Affairs Director and Student Senate Commissioner of Finance, or Student Senate President if Commissioner of Finance is unavailable

SECTION E. CHECK REQUEST DOCUMENTATION

1. No payment shall be made to vendors or individuals without the proper supporting documentation. (Receipts, flyers, agendas, invoices, sign-in sheets, etc.)
2. Advances
 - a. Clearly state that the request is for an advance payment
 - b. State purpose of request
 - c. Turn in receipts as soon as possible
 - d. If advance is greater than receipts, return the remaining cash to the Cashier's Office and provide a copy of deposit to Accounts Payable
 - f. If advance is less than the total expenses, complete a new check request for reimbursement of the difference
3. Purchase of Materials
 - a. Original Invoice that includes breakdown of:
 - i. Material
 - ii. Sales Tax
 - iii. Labor (if applicable)
 - iv. Packing slip or verification by signature that items were received as billed
4. Payment for Services Rendered
 - a. Original invoice that includes:
 - i. Date services were provided
 - ii. Activity for which the service was provided
 - b. Copy of contract (if applicable)
 - c. Completed W-9 Form (if paying an individual)
5. Reimbursement to an Individual
 - a. Individuals cannot approve to reimburse themselves.
 - b. All original invoices and receipts with the vendor's name printed on them
 - i. Agenda with proof of attendance at an authorized event, function, or activity
 - ii. List names of persons attending (if applicable)
 - iii. Tip reimbursement cannot exceed 15%

- iv. Mileage reimbursement needs to have the destination and total miles multiplied by the current IRS rate, even if you are requesting less reimbursement
- 6. Out of State Purchases
 - a. Prepare a second check request for the sales tax to reimburse the District.
 - b. The District pays out of state sales tax to the State of California as use tax
- 7. Accountability of Non-Consumption Items
 - a. Advisor / Coach is responsible for the inventory
 - b. If items are given away, attach a list of names and the event
 - c. If items are sold, use the COS sales tickets provided by the Cashier's office and reference deposit of funds
- 8. Fund-Raising
 - a. If purchases exceed \$500 for a fund-raiser, a Revenue Potential form must be completed before the date of the event
 - b. The second section of the Revenue Potential form must be completed at the close of the event
- 9. Check Availability
 - a. Completed check requests will be processed according to Check Request Schedule.
 - b. If information is missing, the check may be delayed
- 10. Before Check Requests Can Be Processed For the New Semester:
 - a. All prior year outstanding advances need to have backup turned in
 - b. Authorized Signature Form completed and turned in to the Accounts Payable office
 - c. Prior to issuing cash boxes for events the Authorized Signature form will need to be on file and only the Advisor, Co-Advisor, President, or Treasurer will be able to request a cash box at the Cashier's office
 - e. All Advance Check Requests MUST be used for what is specified on the Check Request. If the Check Request is not going to be used as specified it MUST be returned and a new Check Request needs to be filled out
 - f. IMPORTANT NOTE: Sign-in Sheets are required with participant's signature and amount when receiving stipends

SECTION F. VEHICLE AND MILEAGE

- 1. Reserving COS vehicles must be reserved at the Facilities office

2. Only approved faculty and student drivers will be allowed to drive the vehicles (approval forms are processed in the Student Activities and Affairs office. Staff approval forms are processed in the Facilities office.)
3. Fuel / mileage expenses are the responsibility of the organizations and clubs. Expenses will be billed to the organization/club accounts. The organization / clubs must have sufficient funds allocated for trips fuel / mileage.

SECTION G. FINANCIAL CONTRACTS

Any financial contract must be approved by the club advisor and club officers. The Student Senate Executive Board must approve any financial contract relating to the Student Senate.

ARTICLE XX

Club and Organization Charters

SECTION A. CLUB CHARTER

1. Any group which is to be organized on the College of the Sequoias campus must complete a charter form and be approved by the Student Senate Executive Board.
2. Each group must obtain a "Club Charter" form from the Student Activities and Affairs Office.
 - a. Club Charter form must be completed in full.
 - b. Clubs are required to have a constitution/by-laws. Clubs must have a mission/purpose statement at the beginning of their constitution/by-laws.
3. Club Charter Form and Constitution/Bylaws must be submitted to the Student Activities and Affairs office.
4. The Student Senate Advisor will take the club charter request to the Student Senate Executive Board meeting for approval. The club charter must be approved by a two-thirds (2/3) vote of the Student Senate Executive Board.
5. All club advisors must be an employee of College of the Sequoias.
6. Advisors are strictly volunteer positions. There will be no monetary or any other type of compensation for time spent with the club or on club trips and events.
7. The Student Activities and Affairs office will provide advisors a Club Advisor Handbook to use as a guidance tool.
8. All students currently enrolled at College of the Sequoias may join any club. No student can be restricted from joining a club.
9. Students participating in clubs must adhere to the College of the Sequoias Student Code of Conduct within the club meetings and sponsored activities.

SECTION B. ACTIVE STATUS

1. Club Advisors must complete a Club Information Sheet every semester to maintain active status.
2. Club Information Form must be submitted to the Student Activities and Affairs office no later than the third (3rd) week of the semester.
3. Clubs must complete and submit an Authorized Signature Form to the Student Activities and Affairs office following the induction of the club's new officers for the semester.
 - a. This form should be submitted no later than the third (3rd) week of the semester.
 - b. Newly chartered clubs must submit this form to the Student Activities and Affairs office within two weeks of approved club charter.

ARTICLE XXI

Inter-Club Council (ICC)

SECTION A. ICC MEMEBERSHIP

1. All chartered clubs and organizations shall be required to have a representative or delegate present at all Inter-Club Council (I.C.C) meetings.
2. Any club that does not have representation at four (4) consecutive required Inter-Club council meetings shall be penalized as follows:
 - a. Be placed on a one (1) month probation.
 - b. Will not be permitted to use college benefits and privileges, such as the use of facilities and funding.
 - c. All club funds will be frozen until club is off probation.
3. Any club that does not have representation at eight (8) consecutive regular Inter-Club council meetings shall be penalized as follows.
 - a. Be expelled from the Inter-Club Council.
 - b. Have all funds frozen.
4. All clubs must have their advisor present at all club meetings and club activities.
5. To be reinstated, a club must be reviewed by the Inter-Club council.

SECTION B. INTER-CLUB COUNCIL ELECTION RESPONSIBILITIES

1. The Inter-Club Council shall be chaired and called to order by the Student Senate Commissioner of Clubs.
2. The Inter-Club Council shall be responsible for electing a chairperson pro-tem to preside in the absence of the chair.
3. The Inter-Club council shall be responsible for electing a secretary to take and keep accurate records of the council meetings.

4. The Inter-Club Council shall meet a minimum of twice a month.

SECTION C. INTER-CLUB COUNCIL CHAIR

1. The Inter-Club council chair shall report to the Student Senate Executive Board any happenings that might include the participation of any club at any event held on campus.
2. Shall help new and non-active clubs to form and to organize when needed.
3. Shall help provide any needed information for any club.
4. In its relationship to the Student Senate Executive Board, the Councils' authority shall be one of advisory and information of club activities.
5. Shall be an Advisory council to all clubs when needed.

ARTICLE XXII

Student Senate Stipends

SECTION A. STUDENT SENATE STIPEND

1. All officers who receive a stipend may receive them the last week of each semester they serve as a member of the Student Senate Executive Board.
2. Be granted a stipend per semester upon completion of all responsibilities and duties as stated in the constitution and these bylaws.
 - a. If by some chance the responsibilities and duties of an officer have not been completed, the monies granted in the form of a stipend will remain in the designated stipend account.
 - b. Student Senate Officers, excluding Student Trustee, stipends will be paid from the Student Senate stipend account.
 - c. Student Trustee stipend will be paid by the District.
 - d. Sign-in sheets are required for stipend distribution. The sheet must have the officer names, banner IDs, and signature.