

**Student Senate for  
California Community Colleges**



Bakersfield - Columbia - Fresno City

Merced - Modesto - Porterville

Reedley - San Joaquin Delta - Sequoias

West Hills Coalinga - West Hills Lemoore



# CONSTITUTION

## PREAMBLE

We, the students of the California Community College system, do hereby establish the Student Senate for California Community Colleges Region V, in conjunction with local associated student organizations, as a means to represent the students in Region V community colleges at the state level. Further, the Student Senate for California Community Colleges Region V is recognized as the representative community college-associated student government organization before the Board of Governors and Chancellor's Office in accordance with Title 5, Section 500002.

## ARTICLE I NAME

The name of this student body organization shall be "the Student Senate for California Community Colleges Region V", hereafter referred to as "Region V" or "the Region".

## ARTICLE II PURPOSE

Region V shall fulfill the following responsibilities:

- a. **Representation:** To serve as the voice of the students in matters of statewide and regional concern and before the Board of Governors.
- b. **Collaboration:** To foster relationships with different student boards, local student senates and other statewide agencies or organizations who have a vested interest in student affairs.
- c. **Accountability:** To function as a democratically-elected and empowered body remaining accountable to its constituency, expressing the general will of the students and following through with its responsibilities.
- d. **Communication:** To provide ongoing and widespread dissemination of information to enhance awareness of statewide and regional issues and maximize input from students.

## **ARTICLE III COLLEGES**

All Region V community college students shall be represented by the Region and may fully participate in accordance with the provisions set forth in the Constitution and Bylaws.

The following colleges are recognized constituents of Region V:

Bakersfield, Columbia, Fresno City, Merced, Modesto, Porterville, Reedley, San Joaquin Delta, Sequoias, West Hills – Coalinga and West Hills – Lemoore

## **ARTICLE IV MEMBERS**

### **Section 1. Representatives**

Region V shall be composed of one (1) voting Delegate from each Region V college listed in **Article III** and the Region V Executive Officers.

### **Section 2. Eligibility**

Region V Delegates and Executive Officers shall continuously meet the requirements specified in Education Code 76061.

### **Section 3. Selection and Term**

Each voting Delegate shall be appointed by their local associated student body within Region V in accordance with a voting process established by their respective community college.

Delegates shall serve for a one (1) year term beginning July 1<sup>st</sup> through June 30<sup>th</sup>.

### **Section 4. Vacancies**

In the case of a vacancy of a Region V voting Delegate, the respective community college shall select a replacement in accordance with their local procedures.

### **Section 5. Meetings**

Region V shall have at least one (1) regional meeting per month.

It is the responsibility of the Delegate to inform the Chair that there will be a proxy from the same college acting as proxy for that meeting.

A proxy shall only be valid for the meeting specified, and voting power shall return to the college Delegate at the end of said meeting.

### **Section 6. Voting**

All Delegates shall have one (1) vote, with the exception of the Chair.

Delegates may appoint one (1) proxy to attend any Region V meeting who shall have full Delegate privileges in accordance with the college's provisions for the selection of its delegate.

### **Section 7. Power and Duties**

Region V shall implement policies adopted by the Region, act on behalf of the Region to transact business and perform other functions consistent with the intent, purpose and provisions of the governing documents.

Region V has the authority to create Bylaws, to implement the articles of the Constitution, establish uniformity for the conduct of elections and other necessary business of the Region.

Region V shall reserve the fiscal powers and responsibilities on behalf of Region V as defined in the Bylaws except as prohibited by law.

### **Section 8. Executive Officers**

#### **List of Officers**

The Executive Officers of Region V shall include the Chair, Vice Chair, Justice, Treasurer, Secretary, Communications Officer, and the three (3) Region V Senators.

#### **Selection**

All Executive Officers shall be elected by Region V and shall be chosen amongst the members of the Region by a simple-majority vote.

#### **Order of Succession**

The order of succession shall be Chair, Vice Chair, Justice, Treasurer, Communications Officer then Secretary.

#### **Duties of Officers**

The Chair shall act as a spokesperson for Region V and preside over all administrative duties as outlined by the Bylaws.

The Vice Chair shall assist the Chair and assume the tasks of the Chair in case of absence and all other duties as outlined by the Bylaws.

The Justice shall advise Region V on procedure, aid in the creation and interpretation of governing documents and all other duties as outlined by the Bylaws.

The Treasurer shall keep track of all finances and report all expenditures and all other duties as outlined by the Bylaws.

The Communications Officer shall be in charge of dissemination of information and all other duties as outlined by the Bylaws.

The Secretary shall be in charge of all record keeping and all other duties as outlined by the Bylaws.

## **ARTICLE V REGION V SENATORS**

### **Section 1. Role of Region V Senators**

Three (3) Region V Senators shall be elected at a Region V meeting for the terms of office as dictated by the SSCCC Constitution and Bylaws. Two (2) shall be designated as Governance and Policy Senators and one (1) shall be designated as an External Affairs Senator.

The role of the Region V Senators shall be to provide guidance and support to the Region.

Region V Senators shall be elected by a simple-majority of the Region.

### **Section 2. Eligibility**

Region V Senators shall continuously meet the requirements specified in Education Code, Section 76061. Eligibility shall be verified twice in the fall and twice in the spring. Verification shall be provided by a college official at the community college the Region V Senator attends.

## **ARTICLE VI ACTION**

### **Section 1. Power Clause**

In conjunction with SSCCC, Region V shall be granted the authority to meet and conduct business for the Region.

### **Section 2. Quorum**

At the Region V meeting, a quorum to conduct business shall consist of a simple-majority of authorized voting Delegates from each college and the Executive Officers, notwithstanding those colleges who are certified inactive in accordance with the Bylaws.

## **ARTICLE VII PROCEDURE**

### **Section 1. Ratification**

The Constitution becomes effective upon adoption by a two-thirds (2/3) super-majority vote of the present Region V voting Delegates.

### **Section 2. Constitutional Amendments**

The Region V Constitution may be amended only by a two-thirds (2/3) super-majority vote of the present Region V voting Delegates.

Proposed amendments to the Constitution shall be discussed and/or acted upon at the Region V meeting upon receipt by the Chair. Any Region V community college or any Region V community college student can bring forward a resolution to their respective voting Delegate to be presented at the next Region V meeting. In order for a resolution to be addressed, a resolution must be signed by a majority of the voting Delegates and received, at the latest, a day prior to the meeting.

### **Section 3. Bylaws**

Bylaws may be adopted or amended by a two-thirds (2/3) super-majority vote of present Region V voting Delegates after two readings of the proposal. The proposal shall be read for the second time not less than two (2) regularly-scheduled meetings after the first meeting.

## **ARTICLE VIII**

## **RULES OF PROCEDURE**

### **Section 1. Parliamentary Authority**

All meetings of Region V shall be conducted according to the current edition of Robert's Rules of Order.

### **Section 2. Brown Act**

All meetings of Region V shall abide by the provisions stated in the Brown Act.

## **ARTICLE IX**

### **INELIGIBILITY, IMPEACHMENT, RECALL AND NOTIFICATION**

#### **Section 1. Academic Ineligibility**

Region V shall declare any Delegate, Executive Officer or Region V Senator position vacant if the member becomes academically ineligible in accordance with requirements set forth in **Article IV, Section 2** or **Article V, Section 2** respectively of this Constitution.

#### **Section 2. Attendance Ineligibility**

Delegates, Executive Officers or Region V Senators will be declared ineligible if they accumulate two (2) unexcused absences from Region V regular meetings.

Region V Delegates may be reinstated with full rights and privileges after attending one (1) Region V Student Senate-related meeting.

#### **Section 3. Recall/Removal of Executive Officers**

A Region V Executive Officer may be charged with misconduct or neglect of duty by a Delegate and removed from Executive Office but shall remain a Delegate of Region V.

Misconduct is defined as those acts pertaining to mismanagement of position responsibilities and/or funds; improper behavior as defined under guidelines for Student Conduct in the Education Code and the policies stated by SSCCC. Neglect of Duty is defined as unwillingness to comply with or fulfill duties of elected position.

#### **Section 4. Recall/Removal of Region V Senators**

A Region V Senator may be charged with misconduct or neglect of duty by a Region V Delegate and removed from his/her Senate seat but shall remain a Delegate of Region V. Misconduct is defined as those acts pertaining to mismanagement of position



responsibilities and/or funds; improper behavior as defined under guidelines for Student Conduct in the Education Code and the policies stated by SSSCC. Neglect of Duty is defined as unwillingness to comply with or fulfill duties of elected position.

Removal of an Executive Officer or Region V Senator shall be done by a two-thirds (2/3) super-majority vote of Delegates and Executive Officers present at the meeting.

### **Section 5. Delegate Non-Participation Notification**

Region V reserves the right to inform an advisor of a Delegate's college of non-participation.

**Adopted on November 5<sup>th</sup>, 2011 at the Fall 2011 General Assembly**

**Amended on June 29<sup>th</sup>, 2012 at the June 2012 Region V Meeting**

**Amended on November 4<sup>th</sup>, 2012 at the Fall 2012 General Assembly**



# **BYLAWS**

## **ARTICLE I**

### **PURPOSE**

#### **Section 1: Name**

- A. The name of this executive and representative body shall be “the Student Senate for California Community Colleges Region V”, hereafter referred to as “Region V” or “the Region”.

#### **Section 2: Purpose of Region V Bylaws**

These Bylaws contain the operating procedures and rules of the Student Senate for California Community Colleges Region V. Their purpose shall be:

- A. To serve as the procedures and regulations for all members of the Region; this includes Executive Officers and Delegates
- B. To serve as an official interpretation of the Region V Constitution

## **ARTICLE II**

### **MEMBERSHIP AND REPRESENTATION**

#### **Section 1: Voting Membership**

1. One delegate from each college shall serve as the voting membership of the region.

#### **Section 2: Duties of Members**

- A. Delegates
  1. Represent their constituent college by attending meetings
- B. Executive Officers
  1. Act in accordance with the Region V Constitution and Bylaws

#### **Section 3: Eligibility of Members**

- A. Region V representatives shall continuously meet the requirements in accordance with *California Education Code 76061*.
- B. Region V shall recognize only one (1) voting Delegate per college.

#### **Section 5: Representation**

- A. Region V Delegates and Students
  1. All community colleges within the Region shall be represented by a single Delegate from each college.

2. All Region V community college students shall be represented by Region V and shall have the right to participate in all Region V meetings except in the process of voting according to the Region V Constitution.
- B. Executive Officers, Regional Senators and Delegates.
1. All Executive Officers, Regional Senators and Delegates shall participate in all regular Region V meetings.

## **ARTICLE III MEETINGS**

### **Section 1: Frequency of Meetings**

- A. The Region shall set a schedule of no less than twelve (12) meetings per academic year, ten (10) meetings shall be held within the Region at participating colleges and two (2) shall be held at the SSCCC General Assemblies.
1. All Region V regularly-scheduled meetings shall be agreed upon by a simple-majority vote of colleges in attendance.
  2. These meetings shall be open to all members of the public who wish to attend in accordance with the Ralph M. Brown Act. (Government Code 54950 et seq.).
- B. Special meetings of the Region may be called by the Chair or by a simple-majority of the active college Delegates.
1. Minutes of special meetings shall be made available by the next regular meeting of the Region.

### **Section 2: Attendance, Warning and Inactive Status**

- A. The Secretary or appropriate designee shall take roll at all Region V meetings. Roll shall be taken at the beginning of each meeting to establish quorum.
- B. Executive Officers shall attend all regular meetings of the Region.
- C. Absences shall be defined as:
1. Colleges or Executive Officers not present at roll call shall be considered absent.
  2. Any member who participates in regular meetings via teleconference shall be considered present for attendance and voting purposes.
  3. Colleges that accumulate two (2) absences shall be notified by the Chair and declared inactive.
  4. Excused absences shall be defined by at least twenty-four (24) hours notice to the Chair.
- D. Inactive status shall be defined as:

1. Any Delegate with warning status that accumulates two (2) absences shall obtain inactive status.
2. Delegates with inactive status are considered to be members not in good standing and do not count towards quorum.
3. Delegates lose warning and inactive status immediately upon attending a Region V meeting, either in person or by teleconference.

### **Section 3: Vacancies**

- A. In the event of a vacancy of an Executive Officer position, the following procedures shall be followed:
  1. The position is declared vacant by the Chair.
  2. At the next meeting of the Region, the vacancy shall be filled in accordance with the Region V Bylaws election procedures.
  3. Upon election the Executive Officer shall finish out the remainder of the term of office.

### **Section 4: Agendas and Minutes**

- A. Agenda items shall be submitted to the Chair and Secretary.
- B. Agendas shall be posted at all active colleges in the Region and distributed electronically through any available sources of media. In addition, at least ten (10) copies will be provided at all meetings.
- C. At least ten (10) copies of the minutes shall be provided at every regular meeting and distributed no later than five (5) calendar days following approval.

### **Section 5: Reports**

- A. Executive Officer reports may be submitted in writing to the Chair and Secretary.
- B. All Executive Officer reports shall be included in the minutes.

## **ARTICLE IV EXECUTIVE OFFICERS**

### **Section 1: General Duties**

- A. In addition to regular duties, all Executive Officers shall perform the following duties:
  1. Maintain and uphold the Region V Constitution, Bylaws and all other governing documents
  2. Review and approve the annual Region V Budget in conjunction with the Treasurer

### **Section 2: Duties and Responsibilities**

- A. Chair:
  1. Shall preside over all meetings of the Region
  2. Shall serve as the official spokesperson of the Region

3. Shall have the authority to call for special meetings as deemed necessary in accordance with the Ralph M. Brown Act
  4. Shall have the authority to appoint Region V students to sit on Regional Committees upon confirmation of a simple-majority vote of the Region
  5. Shall serve as an ex-officio member of all Regional Committees
- B. Vice Chair:
1. Shall assume the duties and responsibilities of Chair in his/her absence
  2. Shall perform other duties as delegated by the Chair
  3. Shall ensure the activity of all Regional Committees
  4. Shall serve as a whip in order to inform the Region of approved resolutions and positions regarding issues
  5. Shall serve as the chair of the Governmental Relations Committee
- C. Secretary:
1. Shall record all minutes of Region V meetings
  2. Shall work closely with the Chair to create agendas for all Region V meetings
  3. Shall keep accurate records of attendance during the Region meetings
  4. Shall work with the Communications Officer to ensure that the minutes of all meetings are distributed within five (5) days following approval
  5. Shall perform other duties as delegated by the Chair
- D. Treasurer:
1. Shall keep accurate records of financial transactions of the Region
  2. Shall work to secure funding for Region V
  3. Shall conduct an annual audit prior to the Spring SSCCC General Assembly on all financial transactions
  4. Shall serve as chair of the Budget Advisory Committee
  5. Shall perform other duties as delegated by the Chair
- E. Communications Officer:
1. Shall maintain the Region V website
  2. Shall ensure all Regional Committee agendas are disseminated to the Region
  3. Shall be responsible for working with the Chair to communicate the correspondences of the Region
  4. Shall maintain an updated directory of Region V membership and contact information
  5. Shall serve as the chair of the Public Relations Committee
  6. Shall perform other duties as delegated by the Chair
- F. Justice:
1. Shall not be a voting member of the Region

2. Shall serve as the final interpretation of the Region V Constitution, Bylaws and all other governing documents when there is a question of interpretation
  3. Shall assist Region V colleges in the development of their own Constitutions and Bylaws
  4. Shall serve as chair of the Rules Committee
  5. Shall be required to hold at least one (1) Constitution and Bylaws workshop prior to or during the Fall and Spring General Assemblies
  6. Shall serve as the Parliamentarian for the Region
  7. Shall facilitate meetings in the absence of both the Chair and Vice Chair
- G. Governance and Policy Senators:
1. Shall attend and participate in all meetings of the Region
  2. Shall be informed on state, local and college policies that relate to the general welfare of all colleges in Region V
  3. Shall attend all meetings of the SSCCC Student Senate Council
  4. Shall disseminate all information gathered at SSCCC Student Senate Council meetings
  5. Shall perform other duties as assigned by the SSCCC Constitution, Bylaws and Governing Documents
  6. Shall be primarily responsible for representing the California Community College students of Region V in the Participatory Governance structures of the California higher education systems
- H. External Affairs Senator:
1. Shall attend and participate in all meetings of the Region
  2. Shall be informed on state, local and college policies that relate to the general welfare of all colleges in Region V
  3. Shall attend all meetings of the SSCCC Student Senate Council
  4. Shall disseminate all information gathered at SSCCC Student Senate Council meetings
  5. Shall perform other duties as assigned by the SSCCC Constitution, Bylaws and Governing Documents
  6. Shall be primarily responsible for representing the California Community College students of Region V outside of the Participatory Governance structures of the California higher education systems

## **ARTICLE V COMMITTEES**

### **Section 1: Ad Hoc Committees**

- A. Region V shall have the power to create Ad Hoc Committees during a regular meeting of the Region.
- B. All Ad Hoc Committees must be formed with the following definitions:
  - 1. Name of the Committee
  - 2. Objective of the Committee
  - 3. Chair of the Committee
  - 4. Number of Members
  - 5. Date to Report

### **Section 2: Standing Committees**

- A. The creation or disbandment of Standing Committees requires the amendment of these Bylaws.
- B. Current Standing Committees are as follows:
  - 1. Governmental Relations Committee
  - 2. Budget Advisory Committee
  - 3. Public Relations Committee
  - 4. Rules Committee

### **Section 3: Purpose and Responsibilities**

- A. All Standing Committees shall consist of no less than three (3) members of the Region, but no more than fifty percent (50%) of the Region's voting membership.
- B. The purpose of Standing Committees shall be to advise the Region on courses of action and policies that will best benefit Region V as a whole and fulfill the charge of the Committee.
- C. All Standing Committees shall have regular monthly meetings either in person or by teleconference.
- D. All Standing Committees shall submit monthly written reports to the Secretary.
- E. All Standing Committees shall elect a Committee chair and vice chair unless already specified elsewhere in these Bylaws.
- F. All Ad Hoc Committees shall elect a Committee chair and vice chair.
- G. In the event of vacancy of positions not being filled by the next regular meeting of Region V, the Chair shall fill said positions by nomination and election.

### **Section 4: Committee Membership**

- A. The Chair shall appoint members of Region V to sit on Committees upon a simple-majority approval of the Region.
- B. During the first meeting of a Committee, the members shall elect a chair and vice chair unless a position is to be filled as specified elsewhere in these Bylaws.
- C. Removal of Committee Members:

1. Committees shall have the authority to remove members that have accumulated two (2) absences.
2. This removal of Committee members shall be approved by a simple-majority vote of the Committee. All actions must be submitted in report form and brought back to Region V at the next regularly-scheduled meeting.
3. Region V shall have the authority to remove a member from a Committee by a simple-majority vote due to lack of participation.

D. Removal of Chair or other Officers:

1. Committees shall have the authority to remove their chair or vice chair from their position due to not fulfilling position responsibilities. This removal shall be approved by a simple-majority vote. Officers removed in this way shall still be considered to be members of the Committee.
2. The Region shall have the authority to remove the Committee chair or vice chair from a Committee by a simple-majority vote. Officers removed in this way shall still be considered to be members of the Committee.

E. Committee Membership Responsibilities:

1. All Committee members, with the exception of the chair, shall be full voting members.
2. Committee Chair:
  - i. Shall facilitate their respective Committee meetings
  - ii. Shall create and forward Committee agendas to the Region
  - iii. Shall submit written monthly reports to Region V on actions discussed within the Committee
  - iv. Shall ensure that approved minutes have been forwarded to the Communications Officer
3. Committee Vice Chair:
  - i. Shall assume the powers and duties of the Committee chair when the chair is unable to perform such duties
  - ii. Shall perform other duties assigned by the Committee chair
  - iii. Shall record the minutes of the Committee and submit approved minutes to the Communications Officer
  - iv. Shall transcribe accurate minutes and forward them to the chair within ten (10) calendar days of the meeting.



## **ARTICLE VI ELECTIONS**

### **Section 1: Nominations**

- A. To open nominations for any Executive Officer position a motion must be officially moved and seconded, and approved by a simple-majority vote of the Region.
- B. Any individual may nominate any student that meets the eligibility qualifications listed in the Region V Constitution.
- C. The student must accept or decline the nomination.
- D. Nominations shall continue until a motion is made to close nominations, seconded and approved by a simple-majority vote of the Region.

### **Section 2: Campaigning**

- A. After nominations have closed, each nominee will be allowed to give a five (5) minute speech to the Region.
- B. Each nominee shall answer questions after their speech:
  - 1. Up to five (5) questions shall be asked during their session
  - 2. Up to one (1) minute to answer each question
- C. Following the question and answer session, a public comment session shall occur.
  - 1. Any individual may make a comment about the current nominee only.
  - 2. Comments are limited to one (1) minute per speaker.
  - 3. Nominees shall not comment during this session and the current nominee shall not respond to comments either.
- D. Any campaigning outside of this process shall disqualify the candidate from elections.

### **Section 3: Voting**

- A. Following the campaigning, the Region shall immediately vote.
  - 1. All voting members shall be issued a ballot with their college name and the names and offices of the nominees on it.
  - 2. Voting members shall indicate their vote on the ballot.
  - 3. The ballot will be submitted to the Chair only when called for.
  - 4. The Chair shall verbally announce the name of the college on each slip and how each college Delegate voted.
- B. The Secretary shall count the ballots and the person with the highest number of votes shall win the position.
- C. In case of a tie, the Region shall repeat the voting process with only the nominees in the tie being considered for the position.

1. Any voting member may object to immediately voting, in which case the Chair shall continue with another question and answer session and public comment session; however the Chair may limit the number of questions and the time of each session.
- D. If there are Delegates participating in the meeting via teleconference then all votes will be done by roll call and no ballot shall be used.

## **ARTICLE VII ABSENCES AND DISCIPLINE**

### **Section 1: Definitions**

- A. Roll call shall be taken at the beginning of each meeting and after each recess to establish quorum.
- B. An absence shall be defined as any of the following:
  1. Not attending a regularly scheduled meeting
  2. Failing to be present for more than fifty percent (50%) of a meeting

### **Section 2: Excusing Absences**

- A. An absence may be recognized as excused during approval of the minutes for the meeting in which the absence occurred.

### **Section 3: Excessive Absences**

- A. Any Delegate that accumulates an absence shall obtain warning status.
- B. Executive Officers that accumulate two (2) absences obtain inactive status. They shall automatically be put on the next regular agenda for removal proceedings.
- C. Executive Officers lose inactive status immediately upon attending a Region V meeting (either in person or by teleconference) but may still be removed from their position by the Region.
- D. In the event that a Delegate expects to be absent for a Region V meeting, they must send a temporary Delegate or their associated student body president and inform the Secretary of the change.

### **Section 4: Discipline**

- A. Region V may deem actions by members to be offensive or otherwise disruptive by standard motion, second and simple-majority approval.
- B. Any member who commits actions deemed offensive or otherwise disruptive shall be warned publicly.
- C. Any member warned and continuing to commit an action deemed offensive or otherwise disruptive may be removed from Region V membership by the Region.
- D. A list of actions deemed offensive or otherwise disruptive must be maintained to be considered current.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

### **Section 1: Authority of Reference**

- A. Region V shall conduct all business in accordance with California Open Meeting Laws (Ralph M. Brown Act) also known as Gov Code 54950 54963.
- B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Region V in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order Region V may adopt.

## **ARTICLE IX AMENDMENTS**

### **Section 1: Process**

Amending these Bylaws and all other documents under the authority of Region V shall follow the following process:

- A. The Rules Committee shall review all documents under the authority of Region V and consider amendments as necessary.
- B. Amendments approved by the Rules Committee shall then be referred to the Region for approval.
- C. The Region may accept or amend such proposed amendments by a two-thirds (2/3) super-majority at the next Region V meeting.
- D. Adopted amendments come into effect immediately unless otherwise specified during adoption.

### **Ratification and Amendment History**

**Adopted on November 5<sup>th</sup>, 2011 at the Fall 2011 General Assembly**

**Amended on June 29<sup>th</sup>, 2012 at the June 2012 Region V Meeting**

**Amended on November 4<sup>th</sup>, 2012 at the Fall 2012 General Assembly**