

# LOCAL STUDENT BODY ORGANIZATIONS FRIENDLY CONSTITUTION & BYLAWS MODEL

(caption to be removed upon adoption)

## Student Senate for California Community Colleges CONSTITUTION

**AUTHORIZATION** (California Community College's Board of Governors Standing Order)

333. Student Senate.

- (a) Pursuant to established Board policy on the participation of students in governance, and in order that the students of the California Community Colleges may have a formal and effective procedure for participating in the formation of system wide policy adopted by the Board of Governors, a Student Senate has been established through ratification by local student body governments.
- (b) The Board of Governors recognizes the Student Senate as the representative of community college students in conjunction with the associated student organizations in the Consultation Process and before the Board of Governors and Chancellor's Office.
- (c) The Chancellor and designated staff are authorized to take those actions needed to ensure the integrity of the Student Senate, including but not limited to, ensuring all eligibility requirements are met and establishing and enforcing minimum standards of student conduct

### Preamble

We, the students of the California Community College System, do hereby establish the Student Senate for California Community Colleges in conjunction with local Associated Student Organizations so that ~~the~~ community college students ~~of~~ in California may have a formal and effective means for participating in the formation of state policies that have or may have a significant impact on students. Furthermore, the Student Senate for California Community Colleges is recognized as the representative of Community College Associated Student Organizations before the Board of Governors and Chancellor's Office in accordance with Title 5, Section 50002.

### Article I. NAME

The name of this ~~student-body~~ organization shall be the Student Senate for California Community Colleges, here after referred to as SSCCC.

### Article II. SPECIFIC PURPOSE

#### Section 1. Purpose.

The SSCCC shall fulfill the following responsibilities:

- (a) Representation.

To serve as the representative voice of the students attending California's community colleges in matters of statewide concern ~~and~~ before the Governor of

the State of California, the California State Legislature, the California Community College Board of Governors, the California Community College Chancellor's Office, the Consultation Council, and all statewide boards, committees, and other ad hoc groups.

(b) Collaboration.

Foster relationships with district student boards, local student senates, and other statewide agencies or organizations that have a vested interest in the student affairs of California's community colleges

(c) Accountability

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.

Provide ongoing and widespread dissemination of information to enhance awareness on statewide issues and maximize input from students.

(e) Advocacy

Engage in strategic advocacy efforts outside of the California Community College system to bolster both public and legislative support for ~~the~~ California's community colleges

### Article III NON-PROFIT PRUPOSE (when necessary)

i. This association is can be organized exclusively for educational and charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

ii. The association shall not carry on activities that jeopardize its status as an organization exempt for taxation under Section 501 (c) (3) of the Internal Revenue Code.

### Article IV POWERS AND DUTIES

The power of the Student Senate for the California Community Colleges is derived from Title 5 and implemented through its resolution process. This resolution process shall be the sole method by which policies of the SSCCC are adopted.

Adopted: \_\_\_\_\_

# Student Senate for California Community Colleges BYLAWS

## ARTICLE I

### Definitions

#### Section 1. Definitions

The following terms are to be understood in the restrictive and technical sense herein defined.

A. **Member:** All community college students shall be represented by the SSCC and may fully participate in accordance with the provisions set forth in the constitution and Bylaws

B. **Student Senate:** As defined in Title 5 “A Student Senate for California Community Colleges has been established through ratification by local student body organizations so that the community college students of California may have a formal and effective procedure for participating in the formation of state policies on matters that have or will have a significant impact on the students of the California’s community colleges” (Title 5, Section 53207, California Code of Regulations).

C. **Senator:** One of the three (3) student representatives elected, at a properly noticed Region Meeting from every one of the ten (10) designated Regions of the SSCCC, to convey their Regions decisions on SSCCC agenda issues and matters: and, furthermore to convey information back to said Regions from the California Community College’s Board of Governors, Chancellor’s Office, California state legislature, and all other California Community College system partners.

D. **General Assembly:** The SSCCC shall meet in a general assembly at least once in the fall and once in the spring to disseminate California Community College system wide information and to receive, consider, and vote on SSCCC member Resolutions.

E. **Delegate:** Each California Community College/Center’s local student body government is entitled to designate any student member, in whatever manner it wishes, to be its one Delegate, who shall have full voting rights at each General Assembly. The Delegate may transfer the responsibility for voting on resolutions to a student member from the same college/center within in their designated Region. No Delegate shall be entitled to more than one vote, and a vote cannot be cast by proxy. In the event of a challenge, the SSCCC Resolutions Committee shall be the sole judge of the credentials of a Delegate.

F. **Term:** A term as applied to SSCCC Council Senators/Officers is according to the California Community College system’s academic year beginning July 1<sup>st</sup> through June 30<sup>th</sup> of the following year (i.e., July 1, 2014 – June 30, 2015).

## **Article II**

### **Purpose**

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

1. To serve as the procedures and regulations for all members of the SSCCC Council.
2. To serve as an official interpretation of the SSCCC Constitution.

## **Article III**

### **Meetings**

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

A) The SSCCC Council shall abide by a schedule of no less than ten (10) meetings and two (2) general assemblies per academic year. All SSCCC regular scheduled Council meetings shall be the **on the Friday and Saturday of the** first full weekend of the month unless otherwise agreed upon by the Council by a two-thirds (2/3) vote of Council Members in attendance. These meetings shall be open to all members of the public who wish to attend in accordance with the Brown Act.

B) A meeting is defined as scheduled times on the individual meeting agenda.

C) Special meetings of the SSCCC Council may be called by the President or by a majority of the members and is duly noticed in Student Senate for California Community Colleges Student Senate Council Bylaws and is duly noticed in accordance with the Brown Act. Minutes of special meetings will be made available upon request.

#### **Section 2:**

##### **Attendance**

A) The Secretary or appropriate designee shall call the roll at all Council meetings. Roll shall be taken at the beginning of each meeting and the beginning of each continuance.

B) Absences:

1. An absence is defined as follows:

- a. Members not present at roll call will receive a single absence for the purpose of attendance, only one absence may be obtained per a meeting.
- b. Members not present at roll call after a continuance will receive a single absence for the purpose of attendance.
- c. Any Council Member absent at roll call, but in attendance when a vote is taken, shall still be granted full voting powers.
- d. Any Council Member who participates in regular SSCCC Council Meetings via teleconference shall not be considered present for attendance or voting purposes.

2. Absences accumulated from a special meeting, from conflicting SSCCC Council Responsibilities, or from uncontrollable transportation delays shall not be considered absences for the purposes of removal.

~~3. Any Council Member may only receive one absence from a single meeting for the purpose of attendance.~~

4. ~~3.~~ In accordance with the SSCCC Constitution, a Council Member who accumulates two (2) or more absences may face removal by two-thirds (2/3) vote of Council Members in attendance.

A Council Member who accumulates four (4) unexcused absences will be automatically removed and one's position ~~is~~ declared vacant.

~~Section 3:~~

#### Article IV

##### **Vacancies**

A) Senator Vacancies:

1. If a vacancy occurs, the vacancy shall be filled by the following procedures:
  - a. The position is declared vacant by the SSCCC President.
  - b. The SSCCC president will notify the region of the vacancy and request that an election for a new representative from the region be held.
  - c. Once the region certifies the election of the new SSCCC regional representative based on SSCCC policies and procedures, the new representative shall complete all necessary eligibility forms as required by the California Community Colleges Chancellor's Office (hereinafter referred to as CCCCCO) of the California Community Colleges SSCCC eligibility review process.
  - d. Once all necessary forms are completed and the CCCCCO verifies student eligibility to serve on the SSCCC, the President of the SSCCC shall swear in the new member.

~~B) Participatory Governance Vacancies: Should a Shared Governance seat become vacant the alternate shall automatically assume the position and all related duties.~~

#### Article V:

##### **Agendas and Minutes**

- A) Agenda items shall be submitted on a form approved by the SSCCC Council.
- B) Regular Meeting Agenda items and materials for the item shall be submitted to the Secretary no less than ten (10) calendar days before the scheduled meeting. All agenda items and materials submitted after the deadline may be held till the next scheduled meeting. The President shall have the authority to extend the deadline.
- C) Regular meeting agendas shall be posted to the SSCCC website and emailed to the listserv no less than five (5) calendar days before the meeting in accordance with the Brown Act. Special and Emergency meeting agendas shall also be emailed to the listserv.

D) Minutes shall be posted to the SSCCC website and emailed to the listserv within 72 hours of being approved.

## **Article VI**

### **Reports**

A) All reports are due to the SSCCC Secretary ten (10) calendar days prior to the next regularly scheduled council meeting. A report is a written summary of information and activities since the previous SSCCC meeting pertinent to all constituencies.

B) Types of SSCCC Reports

1. Senator Reports will consist of information and activities of regional and local issues, discussions, actions and Senator Duties.
2. Committee Reports will consist of information, discussions, actions and activities of the respective SSCCC committee meetings.
3. Executive Reports will consist of information and activities of
4. their respective Executive duties.
5. Participatory Governance Reports will consist of information, discussions, actions and activities of the respective shared governance committee meetings as assigned.
6. Advocacy Reports are required to be submitted by each individual External Affairs Senator and will consist of a detailed summary of advocacy activities in which the senator has partaken.

C) Participatory Governance Reports

1. Any appointee who attends a meeting who fails to submit a regular report to the SSCCC within five (5) calendar days of the meeting may face removal from the aforementioned committee or organization by a 2/3 vote of the Council Members in attendance.
2. The first offense shall result in a written warning by the Vice President of Governance and Policy.
3. The second offense shall result in automatic removal of the Participatory Governance appointee. The appointee shall receive a written notification from the Vice President of Governance and Policy.
4. The Vice President of Governance and Policy shall provide all written notifications and/or warnings to the Council at the next regularly scheduled Council meeting to be recorded in the minutes.

## **Article VII:**

### **Teleconference**

A) Attendance and voting via teleconference shall be permitted for a SSCCC Committee meetings.

B) B)Teleconference shall be available for public comment and participation at all SSCCC meetings unless technical issues prevent its use.

- C) The SSSCC Council shall establish and maintain standing rules to govern and provide guidance for teleconference meetings

Teleconference is defined as a meeting where the members are in different locations, connected by electronic means, through audio, video, or both.

## **Article VIII**

### **Composition and Membership**

#### **Section 1:**

SSCCC Executive Board

The Executive Board shall be comprised of: a President, a Vice President of Governance and Policy, a Vice President of Legislative Affairs, a Secretary, a Treasurer, and a Communications Officer

#### **Section 2:**

SSCCC Senator Duties:

##### **President**

1. Presides over all meetings of the SSSCC Council and the bi-annual general assemblies in accordance with the most current edition of Robert's Rules of Order.
2. Shall coordinate meetings of the Executive Committee as needed.
3. Shall serve as the official spokesperson for the SSSCC to the Board of Governors and in all capacities unless otherwise delegated or noted.
4. Shall be one of the SSSCC Council representatives to the California Community College Chancellor's Consultation Council, ~~unless otherwise delegated.~~
5. Recommends membership to SSSCC committees subject to confirmation by the SSSCC Council. Recommendation(s) shall be approved by a majority
6. The President shall have the authority to call for special meeting as deemed appropriate in consultation with the SSSCC Council and in accordance with Brown Act.
7. Shall serve as an Ex-officio member of all committees of the SSSCC.
8. Shall work with the Treasurer to ensure that the SSSCC adheres to the Financial Code.
9. Shall retain the power to veto actions and resolutions passed by the SSSCC Council. A veto can be overturned by a 2/3 vote of the Student Senate Council members in attendance.
10. Shall be responsible for declaring SSSCC Council vacancies.

### **Vice President of Governance and Policy**

1. Shall assume the duties of the President in his/her absence.
2. Shall execute additional duties as assigned by the President.
3. Shall serve as chair of the Governance & Internal Policy Committee.
4. Recommends student representatives to statewide bodies subject to confirmation by the Student Senate Council. Recommendation(s) shall be approved by a majority vote. The Vice President of Governance and Policy can remove confirmed representatives subject to confirmation by the Student Senate Council. For appointments pertaining to external advocacy, the Vice President of Governance and Policy shall rely primarily on the advice of the Vice President of **External Legislative** Affairs
5. Shall be responsible for coordinating with SSCCC Regions and fulfilling the duties of the SSCCC President in his or her absence.

### **Vice President of **External Legislative** Affairs**

1. Shall execute additional duties as assigned by the President.
2. Shall serve as Chair of the Legislative Affairs and External Policy Committee
3. Shall fulfill the duties of the SSCCC President in ~~his or her~~ the absence of the President or the Vice President of Governance and Policy.
4. Shall be responsible for the coordination of all external advocacy efforts of the Council, and insuring that **Legislative** Affairs Senators are assisting local student body governments in their respective Regions understand how to initiate local office visits with their local state Senator, Assemblyperson, U. S Congressional member: and, who their local representatives are.

### **Secretary**

1. Shall transcribe accurate minutes of SSCCC Council proceedings within ten (10) calendar days of the adjournment of the meeting, and shall maintain a complete and accurate file of all such records.
2. Shall work with the President to draft SSCCC Council meeting agendas. The Secretary shall receive all agenda item request forms and attach to the agenda all reports and agenda attachments.



3. Shall conduct roll call and maintain an accurate attendance record for official SSCCC Council meetings.
4. Shall be the official record keeper for the SSCCC. This includes maintaining an archive of all official documents of the SSCCC.

### **Treasurer**

1. Shall take the lead role in securing funding and in maintaining the budget for the SSCCC Council.
2. Shall ensure that an annual audit is conducted at the beginning of the fiscal year.
3. Shall prepare and present comprehensive quarterly budget reports.
4. Shall prepare written monthly expenditure reports for the SSCCC Council.
5. Shall advise and assist SSCCC committees concerning financial matters.
6. Shall serve as the chair of the SSCCC Budget Advisory Committee.

### **Communications Officer**

1. Shall work with the President to communicate the correspondences of the SSCCC
2. Shall disseminate agendas and other SSCCC materials
3. Shall work with the President to ensure that the posting of SSCCC agendas is in accordance with the Brown Act
4. Shall Chair the SSCCC Communications Committee, and shall insure that the SSCCC Communications Committee generates a SSCCC Newsletter in compliance with General Assembly Resolutions
5. Shall be responsible for the Updating and Maintenance of the SSCCC Website and Social Media entities

### **SSCCC Senators**

1. Shall attend and actively participate in SSCCC Council meetings and participate in at least one SSCCC Council committee.
2. Council members not seated on a Council committee shall be appointed to a committee at the next regular council meeting.

3. Shall keep informed on state, local, and college policies that relate to the general welfare of all the college students in their Region.
4. Shall represent the welfare and interest of the community college students within their region.
5. Shall attend all of their Region meetings in order to disseminate all information provided at SSSCC Council meetings.
6. Shall represent voted decisions of their Regions on all SSSCC Council agenda matters.
7. Shall present monthly reports to the SSSCC Council that reflects all region meetings, issues, and actions that occurred over the month. Reports must be submitted to the SSSCC Secretary to be posted monthly on the SSSCC website.
8. Governance and Policy Senators shall not only be responsible for representing California community college students in participatory governance, but also for strategic, internal advocacy efforts that fall within the structures of participatory governance in the higher education systems of California.
9. Legislative Affairs Senators shall not only be responsible for representing California community college students in participatory governance, but also for strategic, external advocacy efforts which fall outside of the structures of participatory governance in the higher education systems of California.

## **Article IX**

### **Standing Committees**

#### **Section 1:**

##### Standing Committees

The SSSCC Council shall have the following standing committees:

##### A) Budget Advisory Committee

1. The committee shall assist the Treasurer in making recommendations to the council on fiscal matters as well as maintaining a fiscal record and balance for SSSCC.
2. The committee is responsible for assisting the Treasurer in finding sources of income for SSSCC.
3. The committee is responsible for creating fiscal documents that will facilitate adherence to legal requirements regarding fiscal matters.

##### B) Communications Committee

1. The committee shall support the Communications Officer in carrying out ~~one's~~ the duties of the office.

2. The committee shall be responsible for communicating with local senates on issues taken up by the SSCCC Council.
3. The committee shall be responsible for progressing all public relations and public opinion work of the SSCCC Council. This includes, but is not limited to, the development of support materials, publications and communication with outside entities including the press, at the direction of the Communications Officer.

C) Early Education Action and Effectiveness Committee

1. The committee shall ethically and effectively further the continuance of dialogue between each of the involved educational stakeholders, and that such dialogue is designed to further the efforts of all involved towards making all students entering the community college system properly prepared and guided towards success.
2. The committee shall seek input and guidance from the office of the Chancellor of the California Community Colleges, the Community College League of California and others, to ensure that the discussions are focused, on task and in the best interests of the community college system, as well as the students of the “K-12” system.
3. The committee shall make recommendations to the council on matters pertaining to Early Education Action and Effectiveness.

D) Equity and Diversity Committee

1. The committee shall make recommendations to the council on matters pertaining to equity and diversity.
2. The committee shall support student life through transparency and inclusiveness and advocate for fairness by making recommendations to the council on campus related issues that may affect underrepresented groups and work to prevent discrimination based on ethnicity, nationality, gender identity, sexual preference(s), color, physical and/or mental disability, veteran status, religious or political affiliation with a shared balance of equity and respect for all.

E) Executive Committee

1. The committee shall provide leadership, guidance and support to the Student Senate Council. The committee shall be responsible for developing and guiding the President in implementing transparency and accountability practices for SSCCC executives, Council committees, and Senators.

F) ~~External~~ Legislative Affairs Committee

1. Shall develop both ~~long~~ short-term and ~~short~~ long-term strategies for advocacy efforts of the Student Senate Council.
2. Shall coordinate all advocacy efforts of the Student Senate Council.

G) General Assembly Planning Committee

1. The committee is responsible for planning for both the Fall and Spring General Assemblies for the SSCCC which includes, but is not limited to, developing the theme and program, identifying keynote and breakout speakers, seeking locations for future events, creating advertising materials, coordinating the onsite staff needs, and implementing all other activities associated with conducting the general assemblies.
2. The committee must present to the SSCCC Council a budget for each General Assembly at least one month prior to the General Assembly. The budget must include, at a minimum, registration fees, cost of facilities and charges for equipment.

#### H) Governance and Internal Policy Committee

1. The committee shall be responsible for advising the Student Senate Council on the pursuit of the SSCCC's regulatory and governance goals. It shall be the duty of the committee to research, report, and make recommendations on initiatives, and regulatory changes emanating from the California Community Colleges Chancellor's Office, the California Community Colleges Board of Governors, and any other administrative bodies as deemed necessary.

#### I) Legislative and External Policy Committee

1. The committee shall be responsible for advising the Student Senate Council on the pursuit of the SSCCC's legislative goals. It shall be the duty of the committee to research, report, and make recommendations on initiatives emanating from the California State Legislature, United States Congress, and any other governmental bodies as deemed necessary.
2. The committee shall prioritize legislation for advocacy efforts of the External Affairs Committee.

#### J) Relations with Local Senates Committee

1. The committee shall make recommendations to the council regarding the issues at the local senate level.
2. The committee shall provide support and assistance to local senates including but not limited to training and campus visits.
3. The committee shall be responsible for the development and upkeep of the SSCCC Best Practice Library, a system-wide best practices manual for local senates.

#### K) Resolutions/Rules Committee

1. The committee shall establish, review and amend as necessary the Resolutions Procedures prior to the Fall General Assembly of each year.
2. The committee shall be responsible for reporting on the progress of resolution implementation to the SSCCC Council at least twice annually, two months prior to each General Assembly. Further, the committee shall be

responsible for drafting and producing an accountability report of resolution implementation as required by the resolutions procedures.

3. The committee shall make recommendations to the council regarding the adoption, amendment, etc., of the SSCCC's Constitution Council Bylaws and Council policies.

#### ~~L) Rules Committee~~

~~1. The committee shall make recommendations to the council regarding the adoption, amendment, etc., of the SSCCC's Constitution Council Bylaws and Council policies.~~

#### ~~M~~ L) Sustainability Committee

1. The committee shall make recommendations to the Council regarding the environmental and sustainability issues.

### **Section 2:**

#### Purpose and Responsibilities of Committees

A) The standing committees shall advise the SSCCC Council on courses of action and policies that will best benefit the constituency as a whole and fulfill the charge of the committee.

B) The standing committees may be authorized to take action on behalf of the SSCCC Council by action of the SSCCC Council.

C) All standing committees shall have regular monthly meetings.

D) All standing committee chairs shall submit, within five days of the adjournment of a committee meeting, a report that reflects attendance and all discussion topics and actions taken at the committee meeting to the SSCCC Secretary for inclusion in the agenda materials for the SSCCC Council meeting following the committee meeting. The reports shall also be posted on the SSCCC website by the Communications Officer or designee.

E) All standing committees shall elect a Chair and Vice Chair and announce the results by the next SSCCC Council meeting. If the Committee has not elected a chair by the SSCCC Council meeting following the meeting at which initial appointments were made to the committee, the President shall appoint a chair from within the membership of the committee.

F) Action taken by the SSCCC Council shall supersede any action taken by a committee.

G) All Standing Committees shall adhere to the Ralph M. Brown Act and the current edition of Robert's Rules of Order.

### **Section 3:**

#### Committee Members

##### A) Selection of Committee Chair and Other Committee Officers

1. The President shall recommend SSCCC Council Members to sit on SSCCC Committees. If the President elects not to, then SSCCC Council Members may volunteer to sit on SSCCC Committees.

2. Any standing committee of the Student Senate Council may nominate students not currently serving on the Council to serve as non-voting members
3. All standing committees shall have no fewer than three (3) Council members to conduct business.
4. All membership shall be confirmed by a majority vote of the SSCCC Council.

B) Selection of Committee Chair and Other Committee Officers

1. The President shall select a Chair Pro Tem to serve until a Chair is a selected at the committee's first regularly scheduled meeting.
2. Committees shall select a Chair and Vice Chair at the first regularly scheduled meeting by a majority vote

## **ARTICLE X**

### **Caucuses**

The SSCCC shall formally recognize Caucuses as a voice of the constituents. To be formally recognized by the SSCCC, a Caucus must follow the procedures and guidelines that follow in this section.

#### 1. Definitions of Recognition

- a. A Caucus is an independent body of like-minded individuals who wish to make their voices heard to the SSCCC on a formal basis.
- b. A Caucus is not sponsored, chartered, or directed by the SSCCC.
- c. The SSCCC specifically denies any control over, or connection with, any Caucus.
- d. With the limited exceptions of SSCCC requirements for Caucus Guidelines, as show below, a Caucus is free to create processes and/or procedures without any approval of the SSCCC.
- e. No Caucus shall ever be charged a fee or dues to be recognized by the SSCCC.

#### 2. Application Process

- a. An Application for Caucus Recognition shall be created by the Council and approved at any regular Council meeting by a majority of the voting members present. Modification of said application shall also require the same process.
- b. A Caucus wishing to become formally recognized must complete the approved application. Once submitted, the application will be brought to the Council in the form of an Agenda Item Request (AIR) for review and potential approval at a regular meeting.
- c. Once submitted to the Council, review, discussion, and a vote will occur.

A majority of those voting members of the Council present shall constitute approval.

#### 3. Caucus Guidelines

To be formally recognized, a Caucus must:

- a. Have structure beyond simple membership. It must have a similar structure to that of SSCCC Standing Committees, in that it must have a Chair, Vice Chair, and a Secretary.
- b. Provide open public access to its meetings.
- c. Not promote hate, violence or any other offensive action against any other person(s).
- d. Not commit any illegal activities

#### Caucus Recognition Removal

- a. The SSCCC reserves the right to remove formal recognition of a Caucus. Grounds for removal include, but is not limited to, the Caucus being found to be acting in direct contradiction to the best interests of the constituents of the SSCCC; promoting hate, hateful or violent acts against others; illegal activities.
- b. A finding for removal shall be made by a simple review in the form of an Agenda Item Request (AIR) brought to the Council for a vote. Such a vote to remove formal recognition shall be made by a two-third majority of those voting members of the Council present.
- c. No Caucus shall have recognition removed simply due to disagreement between itself and the SSCCC. Caucuses and their members have the sovereign right of freedom of speech, and their opinion(s)

## **ARTICLE XI**

### **Term of Office**

#### **Section 1.**

##### Term Duration

A term for the Student Senate for California Community Colleges shall begin on July 1<sup>st</sup> of the California Community College system academic year, and end the following June 30<sup>th</sup>: which is the last day of a California Community College academic year.

#### **Section 2.**

##### Number of Terms

No SSCCC Senator/Officer shall serve more than two terms (twenty-four (24) months) as an elected representative of the students of California's community colleges to the SSCCC Council.

#### **Section 3.**

##### Exceptions

Any SSCCC Senator who fills a vacant SSCCC Senate seat for less than three (3) months is allowed to be elected to the SSCCC Council for the two (2) term maximum.

## **ARTICLE XII**

### **Removal, Impeachment, and Recall of Council Members**

#### **Section 1:**

##### Removal of Council Members

A) An SSCCC Council Member may be removed from the Council for any mismanagement of position responsibilities and/or funds or improper conduct.

Improper conduct or mismanagement of position responsibilities includes:

1. A SSCCC Council Member who willfully or excessively violates the Constitution, Bylaws, Election Procedures, and/or Finance Code.
2. A SSCCC Council Member who violates California's Educational Code Standards of Student Conduct. A SSCCC Council Member who willfully or excessively violates the SSCCC Council Code of Conduct and/or SSCCC policies and procedures.

B) An SSCCC Council Member will be removed from the Council for failing to maintain eligibility status or for failing to fully comply with the SSCCC eligibility verification process administered by the Chancellor's Office of the California Community Colleges (CCCCO), including completion of and signing forms necessary to the CCCCCO to confirm eligibility and disclose student eligibility status to the SSCCC.

C) Procedure for Removal of Council Members charged with improper conduct or mismanagement of position responsibilities as defined by Article V, Section 1 of these Bylaws:

1. The SSCCC Council Member shall receive written notification from the Vice President of Governance and Policy at least fourteen (14) calendar days prior the next SSCCC Council meeting.
2. The SSCCC Council Member and the Council shall have up to two (2) meeting to discuss the alleged charges and make a final decision.
3. The SSCCC Council Member who is the subject of the removal proceedings shall be granted the opportunity to speak on behalf of their defense.
4. The SSCCC Council shall vote by ballot to determine whether the member shall be removed.
5. A SSCCC Council Member shall be removed by a two-thirds (2/3) vote of council members in attendance

D) The seat of an SSCCC Council Member who is determined by the CCCCCO to be ineligible or fails to comply with the SSCCC eligibility verification process administered by the CCCCCO, including signing applicable consent and disclosure forms, will be declared vacant by the SSCCC president at the next regularly scheduled Council meeting.



## **ARTICLE XIII**

### **Fiscal Year and Annual Financial Report**

#### **Section 1:**

##### Fiscal Year

A. The fiscal year of this organization shall begin on the first day of July and shall end on the thirtieth day of June of the following year.

#### **Section 2:**

##### Annual Financial Report

A. The incoming Treasurer shall submit an “Annual Financial Report” to the Student Senate Council no less than 120 days after the end of this organization’s fiscal year. The report shall contain in appropriate detail the following:

1. The assets and liabilities, including the trust funds, of this organization as of the end of the fiscal year.
2. The principal changes in assets and liabilities, including trust funds, during the fiscal year.
3. The revenue or receipts of this organization both unrestricted and restricted to particular purposes, for the fiscal year.
4. The expenses or disbursements of this organization, for both general and restricted purposes, during the fiscal year

B. The Annual Financial Report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of the Treasurer that the Annual Financial Report was prepared without audit from the books and records of this organization.

C. Each Annual Financial Report shall be posted on this organization’s website.

Adopted 10/14/07

Amended 04/05/08

Amended 11-3-2011

Amended 4-15-2012

Amended 9-8-2012

Amended 6-1-2013

Adopted: \_\_\_\_\_