



Student Senate for California Community Colleges
Womxn's Caucus
Policies and Procedures

I. Purpose

Our purpose is to organize an independent body of like-minded individuals who wish to make their voices heard and create positive change in our community. We will be focusing on advocating for resources, rights, and/or services regarding matters related to womxn attending community colleges across the state of California.

II. Membership

- A. Membership of the caucus is open to all California Community College students.
- B. Participants who are interested in becoming a member may submit their name to the Womxn's Caucus Chair to be added to the caucus membership.

III. Meetings

- A. Meetings will be conducted according to Robert's Rules of Order except for in cases where the SSCCC or Womxn's Caucus Policies and Procedures conflict.
- B. Agendas shall be posted no later than 72 hours before each regular meeting, 24 hours before each special meeting, and 1 hour before an emergency meeting.
- C. Meetings will occur no less than once per month.

IV. Officers

A. President

- 1. Duties and powers shall include the following:
 - a) Serve as the official representative of the SSCCC Womxn's Caucus, and serve as the liaison between the Womxn's Caucus and Equitable Practices Committee.
 - b) Chair all caucus meetings in accordance with Robert's Rules of Order.
 - c) Prepare and send out agendas via email to members no less than 72 hours before a regular meeting, 24 hours before a special meeting, and 1 hour before an emergency meeting.
 - d) Schedule Womxn's Caucus meetings in collaboration with caucus members.
 - e) Shall oversee all activities of the Womxn's Caucus, including events or major projects.

B. Vice President

- 1. Duties and powers shall include the following:
 - a) Serve as the chair of the Womxn's Caucus in the absence of the President.

- b) Assist the President in the dissemination of any necessary information to the members.
- c) Record the minutes for all meetings, and send them to the Equitable Practices Liaison, Womxn's Caucus President, and caucus members.
- d) Complete a monthly report to be submitted to the Equitable Practices Liaison.
- e) Complete any tasks or duties assigned by the President or Caucus.
- f) Make motions and vote on any caucus matters.

C. Communications Officer

- 1. Duties and powers shall include the following:
 - a) Create, run, and oversee all social media campaigns for the Womxn's Caucus.
 - b) Collaborate with the SSCCC Communications Committee on any caucus matters.
 - c) Create any marketing materials, including flyers, social media posts, email notices, etc. to be sent out to members and the public.
 - d) Plan and organize any special events, and regularly update the caucus on the progress of any caucus events, projects, or activities.
 - e) Make motions and vote on any caucus matters.

D. Treasurer

- 1. Duties and powers shall include the following:
 - a) The treasurer shall be the lead planner of all fundraising events within the caucus.
 - b) The treasurer shall work with the caucus to regularly review and update the caucus financial policy.
 - c) At the start of every year, the treasurer will prepare a budget proposal to be approved by the Womxn's Caucus.
 - d) The treasurer shall be responsible for collecting and depositing funds into the caucus accounts.
 - e) The treasurer shall be responsible for overseeing all reimbursements or transactions for the caucus.
 - f) Make motions and vote on any caucus matters.

E. Elections

- 1. Primary Elections will be held in accordance with SSCCC Policies and Procedures.
- 2. Any California Community College student is eligible to run for an officer position.

F. Removal of Office

1. An officer may be removed from office after the third unexcused absence from a meeting, or the violation of the SSCCC Code of Conduct.

G. Resignations

1. An officer may resign from their position by submitting a letter to the Womxn's Caucus President one week prior to leaving office.
2. In the event that the Womxn's Caucus President resigns, the letter of resignation may be submitted to the SSCCC Equitable Practices Committee Chair one week prior to leaving office.

H. Succession of Office

1. If the position of President becomes vacant, (by succession of office) the Vice President may assume the position. If the Vice President chooses to assume the position of President, the Vice President position will become vacant and may be filled according to the process outlined in Section I of the Womxn's Caucus Policies and Procedures.
2. If the Vice President denies the succession, the position of president may be filled according to the process outlined in Section I of the Womxn's Caucus Policies and Procedures.

I. Officer Vacancies

1. Vacancies may be filled by a majority vote during a Womxn's Caucus meeting.
2. Candidates must give a statement of no more than two minutes to the caucus membership present at the Womxn's Caucus meeting when vacancies are being filled.
3. Votes will be stated orally by members of the caucus. In the event of a tie, the president may vote.

J. Term of Office

1. The term of office shall be from July 1st to June 30th.

K. Term Limits

1. An officer may serve no more than one term per position. After the completion of one term, any member may run for a separate position.

V. Committees

- A. Committees may be formed by the SSCCC Womxn's Caucus by a majority vote as needed.

VI. Quorum

- A. Quorum shall be established when there are two or more members/officers in addition to the president at the meeting.

VII. Agendas

- A. Meetings may be called by sending out the agenda to all caucus members and the Equitable Practices Committee via email in alignment with the SSCCC Caucus Policy. Regular Meetings may be called no less than 72 hours before the meeting time. Special meetings may be called no less than 24 hours prior to a meeting, and emergency meetings may be called no less than 1 hour prior.

VIII. Minutes

- A. Minutes will be recorded and the first draft will be emailed to caucus members and the Equitable Practices Committee in alignment with the SSCCC Caucus Policy by the Womxn's Caucus Vice President or designee within one month of the meeting. If amendments are made during the approval process, a final version will be sent out to all caucus members and the Equitable Practices Committee within one month of the approval date.
- B. Minutes will be presented at Womxn's Caucus meetings by the Womxn's Caucus Vice President or designee.

IX. Amendments

- A. Any member or officer may propose an amendment to the Womxn's Caucus Policies and Procedures by submitting a written request to the President or chair no less than one week prior to a meeting.